

# Commercial HVAC Energy Audit Checklist

## Facility Information

Facility Name

Address

Auditor Name

Date

## Occupied Area & Schedule

Total Floor Area (sq ft)

Operating Hours

## System Overview

System Description	Manufacturer / Model	Age (Years)	Capacity (Tons)	Notes

## Audit Checklist

Item	Status/Findings	Recommendation
Thermostat operation		
Air filter condition		
Refrigerant levels		
Ductwork inspection		
Insulation (ducts/pipes)		
Controls & sensors		
Motors and fans		
Economizer operation		

System zoning		
Chiller & boiler performance		

**Energy Saving Opportunities**

**Additional Notes**