

Commercial Building Energy Usage Assessment

Building Information

Building Name

Address

Year Built

Number of Floors

Total Floor Area (sq.ft.)

Occupancy & Use

Building Type

Average Number of Occupants

Operating Hours (per week)

Energy Consumption Data

Electricity Usage (kWh/year)

Natural Gas Usage (therms/year)

Other Energy Sources (specify & unit)

Equipment & Systems

HVAC System Description

Lighting System Description

Major Appliances & Plug Loads

Building Envelope

Wall Type/Insulation

Roof Type/Insulation

Window Type/Glazing

Renewable Energy & Other Features

Renewable Energy Systems (e.g., solar, wind)

Other Energy-Saving Features

Notes/Comments

Additional Observations