

Retail Store HVAC Energy Audit Checklist

Store Information

Store Name	<input type="text"/>
Address	<input type="text"/>
Date of Audit	<input type="text"/>
Auditor	<input type="text"/>

HVAC System Information

Type (e.g., Rooftop, Split, etc.)	<input type="text"/>
Number of Units	<input type="text"/>
Age of Systems (years)	<input type="text"/>
Last Maintenance Date	<input type="text"/>

Checklist

Item	Inspection	Comments
Air filters clean/replaced	<input type="text"/>	<input type="text"/>
Thermostat calibration	<input type="text"/>	<input type="text"/>
Ductwork leaks/insulation	<input type="text"/>	<input type="text"/>
Outdoor units unobstructed	<input type="text"/>	<input type="text"/>
Refrigerant level check	<input type="text"/>	<input type="text"/>
Belts & motors condition	<input type="text"/>	<input type="text"/>
Programmable controls set	<input type="text"/>	<input type="text"/>
Windows/doors seals	<input type="text"/>	<input type="text"/>
General cleanliness	<input type="text"/>	<input type="text"/>

Observations & Recommendations

Summary