

Apartment Building Energy Retro-commissioning Template

1. Basic Building Information

Building Name

Address

Owner/Manager

Date

2. Building Description

Number of Floors

Total Area (sq ft or sq m)

Year Built

3. HVAC Systems

Type & Description

System Age

Recent Upgrades

4. Lighting Systems

Description

Controls

5. Water Heating

Type

Notes

6. Control Systems

Building Automation/Controls

7. Observed Issues & Deficiencies

8. Retro-commissioning Action Items

Action	Location	Priority	Estimated Savings	Status

9. Notes & Recommendations

