

Commercial Building Energy Audit Report

1. Building Information

Building Name	
Address	
Contact Person	
Phone/Email	
Building Type	
Year Built	
Number of Floors	
Total Floor Area (m ²)	

2. Audit Summary

3. Energy Consumption Overview

Utility	Annual Consumption	Unit	Annual Cost
Electricity			
Natural Gas			
Others			

4. Building Envelope Evaluation

4.1 Walls, Roof, Windows, and Doors

4.2 Insulation Assessment

5. HVAC Systems

5.1 Equipment Inventory

System Type	Capacity	Age	Condition

5.2 Controls & Maintenance

6. Lighting Systems

6.1 Inventory

Area	Type	Quantity	Wattage	Controls

6.2 Observations

7. Plug Loads & Appliances

Equipment	Quantity	Wattage

8. Water Heating

9. Opportunities for Energy Savings

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10. Recommendations & Action Plan

Recommendation	Estimated Savings	Cost	Priority

11. Appendices

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