

# Energy Efficiency Audit Report

## 1. Client Information

Client Name/Organization	
Address	
Contact Person	
Audit Date	

## 2. Executive Summary

## 3. Facility Description

- Type of Facility:
- Total Floor Area:
- Operating Hours:
- Other Details:

## 4. Energy Consumption Overview

Year/Month	Electricity (kWh)	Gas (Unit)	Water (Unit)	Other Energy Sources

## 5. Key Energy Using Systems

- Lighting:
- Heating/Cooling:
- Office Equipment:
- Other Major Loads:

## 6. Observations & Findings

## 7. Energy Saving Recommendations

Recommendation	Estimated Savings	Cost	Payback Period	Priority

## 8. Conclusion

## 9. Appendices

- Supporting Data

- Equipment List
- Reference Documents