

# Hotel HVAC System Energy Audit Checklist

## General Information

Hotel Name	
Audit Date	
Auditor	
Location	

## HVAC System Information

Component	Details/Condition	Comments
Type of System		
Age of Equipment		
Maintenance Records		
Manufacturer/Model		
Control Type (Manual/Auto/BMS)		

## Energy Audit Checklist

Item	Checked	Details/Findings
Filters clean/replaced		
Ductwork insulated/leak-free		
Thermostat operation		
Set points optimized		
Sensors calibrated		
Unoccupied areas zoning		
Chiller efficiency		
Boiler efficiency		
Cooling tower operation		
Pumps and motors condition		
Variable speed drives installed		
Refrigerant leaks check		
Guest room HVAC controls		

### Summary of Findings

### Recommendations

### Follow-Up Actions

