

Small Office HVAC Energy Use Evaluation Form

Office Information

Office Name

Location

Contact Person

Contact Number

Total Floor Area (m²)

Number of Occupants

HVAC System Details

Type of HVAC System

Total Cooling Capacity (kW)

Year Installed

Number of Units

Operation Details

Operating Hours per Day

Days per Week

Typical Thermostat Setting (°C)

Energy Consumption

Monthly Energy Usage (kWh)

Maintenance

Date of Last Maintenance

Notes

Additional Comments