

Energy-Efficient Building Retrofit Proposal

1. Project Information

Project Name

Date

Client / Organization

Contact Person

Project Address

2. Existing Building Overview

Building Type

Year Constructed

Gross Floor Area (sq ft or
m²)

Number of Floors

Current Building Systems
(HVAC, Lighting, Envelope,
etc.)

3. Objectives & Scope

Retrofit Objectives

Proposed Scope of Work

4. Proposed Energy-Efficient Upgrades

Upgrade Type	Description	Estimated Cost	Estimated Annual Savings

5. Expected Benefits

Energy Savings

Environmental Impact (e.g.
CO₂ Reduction)

Other Benefits (Occupant
Comfort, Health, etc.)

6. Implementation Plan

Timeline

Key Milestones

Responsible Parties

7. Budget & Financing

Estimated Total Cost

Potential Funding Sources

Return on Investment (ROI)

8. Appendices

Supporting Documents /
Additional Information