

# Small Business Office Energy Review

## Business & Premises Details

Business Name

Office Address

Contact Person

Email / Phone

## Energy Usage Overview

Average Monthly Electricity Usage (kWh)

Main Sources of Energy

Number of Employees

## Key Areas Reviewed

Area	Current Status	Notes / Comments
Lighting	<input type="text"/>	<input type="text"/>
Heating & Cooling	<input type="text"/>	<input type="text"/>
Appliances & Equipment	<input type="text"/>	<input type="text"/>
Office Habits	<input type="text"/>	<input type="text"/>
Insulation	<input type="text"/>	<input type="text"/>

# Findings & Recommendations

Summary of Key Findings

Recommended Actions

## Follow-up / Next Steps

Actions for Review