Energy Audit for Building:

[INSERT BUILDING NAME]

Project No.

[INSERT PROJECT NUMBER]

Date:

[INSERT PROJECT COMPLETION DATE]

Commercial Building Energy Audit Program

|  |
| --- |
|  |

Insert Representative Photo of Audited Building

Prepared by:

[Insert name(s) and title(s)]

[INSERT ADDRESS]

Reviewed By:

[Insert name(s) and title(s)]

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# Acknowledgment

*This material is based upon work supported by the Department of Energy under Award Number:*

# Disclaimer

*This report was prepared as an account of work sponsored by an agency of the United States Government. Neither the United States Government nor any agency thereof, nor any of their employees, makes any warranty, express or implied, or assumes any legal liability or responsibility for the accuracy, completeness, or usefulness of any information, apparatus, product, or process disclosed, or represents that its use would not infringe privately owned rights. Reference herein to any specific commercial product, process, or service by trade name, trademark, manufacturer, or otherwise does not necessarily constitute or imply its endorsement, recommendation, or favoring by the United States Government or any agency thereof. The views and opinions of authors expressed herein do not necessarily state or reflect those of the United States Government or any agency thereof.*

# Preface

*[The preface summarizes and explains the IAC program and building assessment. It should acknowledge the DOE, the involvement of students, and the limitations of a one-day assessment.]*

# Related Contacts

*[Site and Auditor Contact information including Name, Title, Address, Phone, Email, and Fax]*

# Executive Summary

*[The executive summary should include an overall summary of the assessment and relevant descriptive data. In addition, a summary of the assessment recommendations should be included. It should list the title and value of dollars and resources saved for each assessment recommendation, as well as a brief description of the conservation potential found.]*

* *Some reports contain all assessments, regardless of whether they are recommended or not*

# Building Description

*[Contains the building size, a general layout, the building(s) build date (and any known modification dates), construction and assessed envelope condition including windows, doors, roof, as well as other functional components of the building (e.g., utility rooms, servers, offices, restrooms and kitchens, storage, warehouse space, common areas) and where they are located.*

* *Include the client's address, number of employees, operating hours, and a summary of annual energy and water use.]*

# Best Practices

*[The best practices section should briefly describe specific practices observed during the visit the IAC team encourages the client to continue.*

*- Must be included on every report.]*

# Energy Cost Analysis

*[Should include electrical usage, natural gas usage, fuel oil, and, if applicable, water or sewer data including costs related to energy and demand. Other types of energy, i.e. propane, should also be included if they are deemed significant. The energy data should be presented in an easy to read, graphical format (e.g., tables, bar and/or pie charts).*

* *The Center should obtain one year of energy data from the company before starting assessment.]*

# Major Energy Consuming Equipment

*[Should include HVAC, lighting, kitchen equipment, etc. This list should include the sizes of the major pieces of equipment and their energy requirements.]*

# Energy Management / Additional Resources

*[Section should be included to explain the importance of utilizing formal planning protocols.]*

# Assessment Recommendations

*- Each recommendation included in the report should be self-explanatory and should not require readers to look back at other recommendations or parts of the report.*

*- Recommendations should consider the best action to take to correct an identified problem. Multiple recommendations involving the same identified problem should not be included.*

*- All recommendations are to be treated independently of each other.*

*- Include data, pictures and personal observations from the site visit.*

*Use a table to summarize results.*

*- Normally only include recommendations with a simple payback of five years or less, unless otherwise directed by the client.*

*- Include anticipated savings based on detailed calculations of assessment recommendations.*

*- Include implementation costs with detailed capital costs, "balance of project" costs and labor costs.*

*- Include available rebates and incentives for recommended measures.*

*Normally details of calculations are given.*

*- In all cases an effort should be made to explain the rationale behind the recommendation.*

*- Avoid using black box software solvers, rule of thumb, or ‘in my experience’ as reasoning.*

*- Use of the outputs of DOE-approved tools is acceptable and encouraged.*

*- Transparency in all calculations is desired.*

*The general rule of pricing for implementation costs is as follows:*

*- The names and contact information of at least 3 vendors must be included.*

*- If a center is aware of only one vendor that produces a specific product, this company can be listed with a statement saying that they are the only known company that produces this product.*

*- Industry standards using resources such as RSMeans is acceptable.*

*- If a recommendation is referring to a common product (e.g., LED lighting), then the use of a single generic vendor is acceptable.*

*Using experts or consultants*

*- In cases of low payback, it is recommended to take advantage of consultants or experts that have knowledge in the specific area which can be included as a part of the implementation cost when appropriate for the recommendation.*

*In the case of multiple meter systems, specify which meter(s) is associated with each recommendation.*

*- Please also clearly state which rate structure/unit cost is being used for each recommendation or if an overall meter average is being applied.*

# Appendices