Example checklists for Audits

Use these samples or draft your own energy audit checklist

*[Organization Name] – [Facility Name]*

Sample Energy Audit Checklist

**Lighting:**

* Is your facility if using the most energy efficient lighting options?
* Are there areas that have unnecessary lighting?
* Are you making use of natural sunlight?
* Does facility use current available lighting effectively?
* Have you installed lighting management equipment such as dimmers, timers and sensors?

**Building Envelope:**

* Do you rent or own your facility?
* Is the property owner willing to support energy efficient improvements?
* Is the building well insulated?
* Does weather stripping around doors and windows need to be replaced?
* Are there open doors around loading docks, refrigerated storage, or other frequently accessed areas?

**Heating and Cooling:**

* Are furnaces, boilers and air conditioning systems operating efficiently?
* Do you have a regular maintenance and update schedule for these and other systems?
* Are filters replaced regularly?
* Is the building properly ventilated?

**Motors and Equipment:**

* Is your equipment maintained so that it is operating at maximum efficiency?
* Is equipment load compatible with manufacturer specifications?
* Are machines shut down when not in use?
* Are fan belts at the proper tension and in good condition?

**Energy Behavior:**

* Are lights, fans and equipment (computer, printers, etc.) turned off when not in use?
* Are building temperatures set back when not in use?
* Are thermostats set to higher or lower than necessary in summer and winter?

Also, the following guide from the Bonneville Power Administration has a more comprehensive example: [**http://www.bpa.gov/Energy/N/industrial/pdf/audit\_guide.pdf**](http://www.bpa.gov/Energy/N/industrial/pdf/audit_guide.pdf)

