Steps to Performing an Energy Audit

1. Meet with representatives of every area that is to be included in the audit to discuss and list the energy-intensive systems and equipment in those areas, including:
	* The locations of the systems/equipment (Refer to available maintenance or finance lists, information from utility bills, or walk through the building itself.)
	* A practical sequence for touring these areas
	* Whether “after hours” tour might be worthwhile (particularly for areas that include compressed air or other systems in which audible leaks may occur)
	* How long it will take to tour each area
	* Whether you have the expertise to conduct the audit successfully, or if professional assistance may be necessary for at least some of the audit effort
2. Plan the audit:
	* Create a checklist for use during the tour, starting with the provided tool, “Sample Walk-through Guide and Observations Checklists.”
	* Choose individuals to participate in the audit tour, preferably those who are familiar with the equipment and processes.
	* If professional help is needed, coordinate with them.
	* Identify the equipment needed during the tour, starting with the provided tool “Energy Audit Supplies.”
	* Set a schedule and notify all participants.
	* Ensure that all participants understand what to look for during the audit tour:
		+ Power running unnecessarily
		+ Needed repairs and maintenance
		+ Unnecessary uses of energy
		+ ??
3. Conduct the audit tour, using:
	* A version of the provided tool “Audit Report Template” on which to write your audit notes
	* The provided tool “Tips for the Audit Tour” as a guide for all participants
	* Your prepared checklist
	* The assembled energy audit supplies
4. Review the findings of the audit with all those who participated and discuss:
	* The types of energy waste observed
	* Opportunities for energy savings
	* Subjects for which more data would be helpful
	* Causes of any waste and ideas for eliminating them
	* Energy projects that would address these issues, which you should record and prioritize on a “Potential Projects Technical Priority Worksheet”