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”