

# Energy Audit Template

A checklist on how your business can conduct a preliminary energy audit as part of your objective to develop an energy efficiency roadmap to transform the way you use and report on your energy usage.

.....

## 1. Lighting systems

Replacing high wattage bulbs for something lower and installing LED lights will save you money and reduce energy waste.

.....

	Checked Yes/No	Observation	Opportunity
Are there any tungsten lights in use?	<input type="text"/>	<input type="text"/>	<input type="text"/>
Could any of your bulbs be switched out for the LED version?	<input type="text"/>	<input type="text"/>	<input type="text"/>
Any areas that are over or underlit?	<input type="text"/>	<input type="text"/>	<input type="text"/>
Are any of the bulbs discoloured or dim?	<input type="text"/>	<input type="text"/>	<input type="text"/>
Do you have sensors/timers in action in non-working areas? I.e. stock rooms	<input type="text"/>	<input type="text"/>	<input type="text"/>
Is there anything blocking natural light?	<input type="text"/>	<input type="text"/>	<input type="text"/>

## 2. Heating, Ventilation, and Air Conditioning (HVAC)

Heating, ventilation, and air conditioning (HVAC) systems affect the entire building space. Their effective use can assist you in reducing energy costs and waste.

---

	Checked Yes/No	Observation	Opportunity
<b>Is an automatic thermostat installed or a timer installed for each HVAC system?</b>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<b>Are all the timers set for the different working hours, i.e. holidays and weekends?</b>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<b>Do the aircon filters need cleaning?</b>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<b>Are there any space heaters or desk fans that need timer plugs?</b>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<b>Are the radiators free from obstructions?</b>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<b>Do you have appropriate draught-proofing on doors and windows?</b>	<input type="text"/>	<input type="text"/>	<input type="text"/>

### 3. Office Equipment

If a piece of office equipment isn't being used and doesn't need to be kept turned on, switch it off – you're only paying for energy that isn't being utilised.

---

	Checked Yes/No	Observation	Opportunity
<b>Are all your computer monitors set to standby after 10 minutes of inactivity?</b>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<b>Are your communal equipment such as printers, coffee machines and microwaves turned off at the end of the day?</b>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<b>Are printers switched to stand-by mode when not in use for long periods?</b>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<b>Are all computers and associated equipment switched off when not in use?</b>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<b>Where applicable, are production machines turned off at the end of the day, i.e. Fans and Pumps?</b>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<b>Are the production/office equipment clean and clear of dust to avoid overheating?</b>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<b>Are the fridge and freezer seals undamaged and form a tight seal when closed?</b>	<input type="text"/>	<input type="text"/>	<input type="text"/>