FEDERAL FACILITY ASSESSMENT GUIDE

Energy Audit Data Collection Grid

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| Building Data | | |
| Building Name  Address  Building Square Footage (ft2)  Age of Building (years)  Date of Last Major Renovation | Purpose of Building  Number of Floors  Daily Operational Hours  (e.g., M-F 8-6, Sa 10-4) | Days of Use per Week  Name of Utility Company  Total Number of Occupants |
| Building Specifics | | |
| Floor Name or Number  Activity Type  (lab, offices, reception, etc.) | Floor Square Footage or % of Building Area (ft2 or %)  Number of Occupants | Daily Operational Hours  (e.g., M-F 8-6, Sa 10-4) |
| Annual Utility Consumption (collected by month) | | |
| Electricity (kWh)  Electricity Cost ($)  Electricity Rate ($/kWh) | Natural Gas (MMBtu)  Natural Gas Cost ($)  Natural Gas Rate ($/MMBtu) | Water (gallons)  Water Cost ($) |
| Annual Utility Tools | | |
| Electricity Usage (Btu)  Natural Gas Usage (Btu | Total Btu  Energy Use Intensity (Btu/ft2) | Total Water  Water (gallons/ft2) |
| Lighting | | |
| Floor Name or Number  Location  (near window, internal office, hallway, etc.) | Lamp Type  Ballast Type  Wattage  Total Number of Lamps | Hours Lights Are On Each Day  Total kWh per Day  How Are Lights Controlled? |
| HVAC Systems | | |
| Type of HVAC System  (e.g., CV, multi-zone, VAV)  Fuel Type Used  HVAC System Controls  (e.g., manual, DDC system) | Operational Setpoints  Type of Chilled Water System (e.g., rotary screw chillers with cooling towers)  Chilled Water System Age | Capacity of the System  Operational Setpoints  Weather Optimization Sensors (e.g., systems, brand of sensor) |
| Plug Loads | | |
| Equipment Type  (vending machine, computer, printer, computer screen, refrigerator)  Manufacturer | Model or Size  Total Number  Wattage  Hours of Use per Day  Days of Use per Year | Total kWh  How is Equipment Controlled?  Description, Observations, or Notes |
| Building Envelope | | |
| Building Element  (windows, doors, roof, walls, floors) | Condition  (excellent, good, poor)  Type | Observations  Possible Energy Saving Opportunities |

*Refer to the Energy Audit Data Collection Sheet for a detailed version of this form to use in your assessment process.*