FEDERAL FACILITY ASSESSMENT GUIDE

Energy Audit Data Collection Grid

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| Building Data |
| Building NameAddressBuilding Square Footage (ft2)Age of Building (years)Date of Last Major Renovation | Purpose of BuildingNumber of FloorsDaily Operational Hours (e.g., M-F 8-6, Sa 10-4) | Days of Use per WeekName of Utility CompanyTotal Number of Occupants |
| Building Specifics |
| Floor Name or NumberActivity 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 BtuEnergy Use Intensity (Btu/ft2) | Total WaterWater (gallons/ft2) |
| Lighting |
| Floor Name or NumberLocation (near window, internal office, hallway, etc.) | Lamp TypeBallast TypeWattageTotal Number of Lamps | Hours Lights Are On Each DayTotal kWh per DayHow Are Lights Controlled? |
| HVAC Systems |
| Type of HVAC System (e.g., CV, multi-zone, VAV)Fuel Type UsedHVAC System Controls (e.g., manual, DDC system) | Operational SetpointsType of Chilled Water System (e.g., rotary screw chillers with cooling towers)Chilled Water System Age | Capacity of the SystemOperational SetpointsWeather Optimization Sensors (e.g., systems, brand of sensor) |
| Plug Loads |
| Equipment Type (vending machine, computer, printer, computer screen, refrigerator)Manufacturer | Model or SizeTotal NumberWattageHours of Use per DayDays of Use per Year | Total kWhHow is Equipment Controlled?Description, Observations, or Notes |
| Building Envelope |
| Building Element (windows, doors, roof, walls, floors) | Condition (excellent, good, poor)Type | ObservationsPossible Energy Saving Opportunities |

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