

# Energy Audit Inspection Report

*Date report issued:*

*Name of Company audited*

*Address of Company audited*

*Name of person carrying out the energy audit*

*Name of company carrying out the energy audit*

*Address of company carrying out the energy audit*

*Contact details of company carrying out the energy audit*

Name of Assessor	Assessor Signature	Date of Inspection



## Inspection of Indoor and Outdoor Units

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### Usage / Metering

Outdoor Units	
Signs of Leakage to Outdoor Units	
Obstructions to Outdoor Units Airflow	
Obstructions to Indoor Units Airflow	
Indoor Units: Grills / Filters	

## Inspection of System Controls

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### Zoning

Control Time Settings	
Control Periods	
Control Sensors	
Temperature Settings	
Equipment Age and Method of Capacity Control	

## Inspection of Documentation and Records

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### Equipment List

Temperature Control	
Time Control	
Maintenance Log	
Manufacturer's Catalogue	
Metering	
Ventilation System Schematics	
Design Loads	

## Plant Information

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### Plant Location(s)

Plant size in relation to cooling load	
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## Observations and Recommendations

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### Observations

Recommendations	
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