

Energy Audit Data Collection Form



AUDIT DETAILS

BID #	
Customer Name	
Customer Address	
Customer Phone	
Own/Rent	
# of Occupants	
Auditor Name	
Audit Date	

DWELLING INFORMATION

Year Built	
House Type	
Number Of Conditioned Stories	
Conditioned Floor Area (sq. ft.)	
Attached Garage (Y/N)	

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Final revision 01/22/2020

ATTICS

BID #:	
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Use this sheet for each attic. Fill in Attic #1, #2, #3, etc. for as many as needed.

ATTIC # _____	
Location (write in)	
Area (dimensions)	
Existing attic ventilation	
Roof color (write in) <i>White, reflective or shaded</i> <i>Normal or weathered</i>	

Access Type (circle 1)	Insulation Type (circle 1)	Depth (in.)	Added Insulation (circle 1)
Horizontal lid	Blown cellulose		Blown cellulose - unfloored
Pulldown	Blown fiberglass		Blown fiberglass - unfloored
Vertical door	Fiberglass batts		Blown cellulose - enclosed
Roof vent	Rockwool		Blown fiberglass - enclosed
Gable vent	Vermiculite		Fiberglass batt
Walk up attic	Other - _____		2 part foam
None	None		None

Finished Attic

Attic Type (circle 1)	Floor Type (circle 1)	Cavity Size (in.)
Outer ceiling joist	Floored/unfloored	N/A
Collar beam	Floored/unfloored	N/A
Knee wall	N/A	
Roof rafter	N/A	

Unfinished Attic

Attic Type (circle 1)	Joist Spacing (circle 1)	Cavity Size (in.)
Floored	16 in	
Unfloored	24 in	N/A
Cathedral/Flat	Other - _____	

Electrical (write in for all that apply)	Other (write in for all that apply)
Live knob & tube (Y/N, location)	Soil pipes (Y/N, location, quantity)
Junction boxes (Y/N, location)	Storage
Can lights (Qty #)	Chimney (Y/N)
Fans (Qty #)	Other
Unvented fans (Qty #)	

Comments/Notes (includes attic prep, materials, and H&S issues to address)

FOUNDATIONS

BID #:	
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Use this sheet for each foundation. Fill in Foundation #1, #2, #3, etc. for as many as needed.

FOUNDATION # _____

Foundation Type (circle 1)	Area Type (circle 1)	Access Type (circle 1)	Vapor Barrier (circle 1)
Conditioned	Basement	Interior	Present: Yes/No
Non Conditioned	Crawl space	Exterior	Needed: Yes/No
Vented Non Conditioned	Tuck under garage	Door	
Unintentionally Conditioned	Bump out	Hatch	
Uninsulated Slab	Overhang		
Insulated Slab			
Exposed Floor			

Floor		Sill	
Area (dimensions)		Joist Spacing (inches)	
Joist Height (inches)		Joist Height (inches)	
Existing Insulation R Value		Perimeter To Insulate (sq ft)	
Added Insulation Type <i>None, Fiberglass batt, Blown cellulose, Blown fiberglass, 2 part foam, Foam board R5, Foil board R7</i>		Added Insulation Type <i>None, Fiberglass batt R19, Fiberglass batt R11, 2 part foam R19, 2 part foam R12, Foam board R10</i>	

Wall			
Height (ft)		Height Exposed (%)	
Perimeter (ft)		Existing Insulation R Value	
Added Insulation Type <i>None, Foil board R7, Fiberglass batt R19, Fiberglass batt R11, 2 part foam R19, 2 part foam R12, Foam board R5</i>			

Comments/Notes (includes foundation prep, materials, and H&S issues to address)

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WALLS

BID #:

Use this sheet to fill in information for each wall.

1st FLOOR

Orientation (N, S, E, W)	Width/Height (dimensions)	Wall Code Identifier given to wall in audit	Wall Type Balloon, Platform, Masonry/Stone, Cinder block, Adobe, Other	Existing Insulation Cellulose, Fiberglass batt, Fiberglass, Polystyrene, Rockwool, Other, None	Insulation R Value	Exterior Type Wood, Brick, Metal or Vinyl, Stucco, Masonite, Other	Exposure (Exposed/Buffered)

2nd FLOOR

Orientation (N, S, E, W)	Width/Height (dimensions)	Wall Code Identifier given to wall in audit	Wall Type Balloon, Platform, Masonry/Stone, Cinder block, Adobe, Other	Existing Insulation Cellulose, Fiberglass batt, Fiberglass, Polystyrene, Rockwool, Other, None	Insulation R Value	Exterior Type Wood, Brick, Metal or Vinyl, Stucco, Masonite, Other	Exposure (Exposed/Buffered)

Comments/Notes (includes wall prep, materials, and H&S issues to address)

WINDOWS

BID #:

Use this sheet to fill in information for each window.

1st FLOOR

Wall Code Which wall the window is located on	Width/Height (dimensions)	Quantity For the same size and type of window with all the same characteristics	Window Type Jalousie, Slider/Double hung, Fixed, Door Window, Door Slider, Skylight, Awning	Frame Type Wood, Vinyl, Metal	Glazing Single pane, Single pane/Wood storm, Single pane/Metal storm, Single pane/Bad storm, Double pane, Double pane (low E)	Interior Shade Drapes, Drapes with shades, Blinds/shades, None	Exterior Shade (MHEA) Low E film, Solar screen, Awning, Carport, Porch, None	Exterior Shade (%)	Leakiness Very tight, Tight, Medium, Loose, Very loose

2nd FLOOR

Wall Code Which wall the window is located on	Width/Height (dimensions)	Quantity For the same size and type of window with all the same characteristics	Window Type Jalousie, Slider/Double hung, Fixed, Door Window, Door Slider, Skylight, Awning	Frame Type Wood, Vinyl, Metal	Glazing Single pane, Single pane/Wood storm, Single pane/Metal storm, Single pane/Bad storm, Double pane, Double pane (low E)	Interior Shade Drapes, Drapes with shades, Blinds/shades, None	Exterior Shade (MHEA) Low E film, Solar screen, Awning, Carport, Porch, None	Exterior Shade (%)	Leakiness Very tight, Tight, Medium, Loose, Very loose

Comments/Notes (includes window prep, materials, and H&S issues to address)

DOORS

BID #:	
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Use this sheet to fill in information for each door.

1st FLOOR

Wall Code Which wall the door is located on	Width/Height (dimensions)	Quantity For the same size and type of door with all the same characteristics	Door Type Hollow core wood, Solid core wood, Insulated steel, Single pane glass, Double pane glass	Storm Door Condition Adequate, Deteriorated, None	Leakiness Tight, Medium, Loose

2nd FLOOR

Wall Code Which wall the door is located on	Width/Height (dimensions)	Quantity For the same size and type of door with all the same characteristics	Door Type Hollow core wood, Solid core wood, Insulated steel, Single pane glass, Double pane glass	Storm Door Condition Adequate, Deteriorated, None	Leakiness Tight, Medium, Loose

Comments/Notes (includes door prep, materials, and H&S issues to address)

HEATING SYSTEMS

BID #:	
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Use this sheet for each heating system. Fill in Heating System #1, #2, #3, etc. for as many as needed.

HEATING SYSTEM # _____

Location		% heat provided	
Manufacturer		Output capacity	
Model number		Input capacity	
Serial number		Filter size	
Age of system/Year			

Tests/Measurements

SSE		CO₂	
CO		Excess air	
O₂		Oil smoke test	
Stack temp		Oil filter present (Y/N)	
Temp rise		Size of nozzle	
Draft		Water temp input	
Spillage		Water temp output	
CO PPM		Zones (Qty)	
Gas leaks (Y/N) and location			

Check if present

- Filter cover
- Asbestos
- Condensate pump present
- Dedicated electric

Equipment Type (circle 1)	Fuel Type (circle 1)	Equipment Location (circle 1)	Venting Category (circle 1)	Thermostat (circle 1)
Forced air	Oil	Heated	Seal combustion	Standard
Hydronic	Electric	Unconditioned	Induced draft	Programmable
Fixed electric	Propane	Unintentionally conditioned	Natural	Smart
Portable electric	Natural gas		N/A	2 Stage
Wall	Wood			
Space heater	Pellets			
Vented/unvented	Other _____			
Other _____				

Comments/Notes (includes heating system prep, materials, and H&S issues to address)

COOLING SYSTEMS

BID #:	
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Use this sheet for each cooling system. Fill in Cooling System #1, #2, #3, etc. for as many as needed.

COOLING SYSTEM # _____

Manufacturer		Area cooled (sq ft)	
Model number		EER	
Serial number		SEER	
Age of system/Year		Capacity (tons)	

AC Unit Type (circle 1)

- Central
- Window
- Heat pump
- Evaporative

Comments/Notes (includes cooling system prep, materials, and H&S issues to address)

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WATER HEATERS

BID #:	
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Use this sheet for each water heater. Fill in Water Heater #1, #2, #3, etc. for as many as needed.

WATER HEATER # _____

Manufacturer		Age of system/Year	
Model number		Capacity (gallons)	
Serial number		Water temperature	

Existing System Type (circle 1)	Fuel Type (circle 1)	Equipment Location (circle 1)
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- | | | |
|----------------|-------------|-----------------------------|
| Natural draft | Natural gas | Heated |
| Power vent | Electric | Unconditioned |
| Indirect fired | Propane | Unintentionally conditioned |
| Other _____ | Other _____ | |

Tests/Measurements

Draft	
CO	
Spillage	
Gas leaks (Y/N) and location	

Comments/Notes (includes water heater prep, materials, and H&S issues to address)

REFRIGERATORS/FREEZERS

BID #:	
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Use this sheet for refrigerators and freezers. Fill in #1, #2, #3, etc. for as many as needed.

REFRIGERATOR# _____

Manufacturer		Cubic feet	
Model number		Age of unit/Year	
Serial number		Top freezer, bottom freezer, side by side	
Height		Door seal condition	
Width		Bounty (Y/N)	
Depth			

Door handle (circle 1)	Owned by (circle 1)
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- | | |
|-------|----------|
| Right | Landlord |
| Left | Tenant |

FREEZER # _____

Manufacturer		Cubic feet	
Model number		Age of unit/Year	
Serial number		Upright or chest	
Height		Door seal condition	
Width		Bounty (Y/N)	
Depth			

Door handle (circle 1)	Owned by (circle 1)
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- | | |
|-------|----------|
| Right | Landlord |
| Left | Tenant |

Comments/Notes (includes refrigerator/freezer prep, materials, and H&S issues to address)

LIGHTING

BID #:	
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Use this sheet for lighting.

LIGHTING (frequently used bulbs)

Location/Type	Quantity

Comments/Notes

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MISCELLANEOUS

BID #:	
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Use this sheet for aerators, shower heads, CO/smoke detectors, and dryer venting.

AERATORS

Location/Type	Quantity

SHOWER HEADS

Location/Type	Quantity	Handheld/Regular

CO/SMOKE DETECTORS

Location/Type	Quantity

Comments/Notes

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APPLIANCES

BID #:	
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Use this sheet for exhaust appliances.

DRYER VENTING

Dryer vented (Y/N)		Hood needed (Y/N)	
Linear feet		Fuel type	
Dryer flow rate (CFM)			

OVEN

Fuel type		Oven CO PPM	
Gas leaks (Y/N) and location			

EXHAUST APPLIANCES

Location/Appliance Type	Flow Rate (CFM)	Window Present (Y/N)	Vented to Outside (Y/N)
Kitchen			
Main Bathroom			
Bathroom 2			
Bathroom 3			
Other			
Other			

Comments/Notes (includes H&S issues to address)

BUILDING FOOTPRINT/GRAPH

BID #:	
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Use this sheet for drawing the building footprint. Draw an arrow to indicate which direction is north.

