

# EXAMPLE PAGES OF REPORT

## Building EQ Energy Audit Narrative Report

**Instructions:** This report provides a template for a Level 1 Energy Audit that follows the information in Section 6 (Reporting), Annex C (Reporting Forms), and Annex D (Report Outlines) in ASHRAE/ANSI Standard 211 Standard for Commercial Building Energy Audits. The template provides recommended text and boiler plate language to assist the user in preparing a comprehensive report and is automatically populated with information collected and entered into the Building EQ Portal as part of the Building EQ In Operation assessment process. The recommended text can be edited as needed by the user. The audit specific information populated from the Building EQ Portal is shown in filled in tables in the report. Audit specific information required to meet the requirements of Standard 211 that is not collected as part of the Building EQ In Operation assessment is indicated via blue text and empty rows in the tables. This information can be filled in by the user to meet the audit requirements.

The user should make whatever edits they deem appropriate and then either delete or fill in any missing information based on what they wish to include in their report. The report should then be finalized to provide a more professional looking product by eliminating the instruction boxes and by adding appropriate letterhead or logo.

### Executive Summary/Introduction

**Instructions:** This section should be written by the user as a general recap of the full report information that follows. The user may also wish to recap major recommendations and savings potential in this section.

### Facility Description/Site Information

**Instructions:** The opening paragraph should be edited by the user to highlight any information included in the tabular information that follows.

The facility information in this report is broken into contact information and characteristics/demographics. That information is detailed below.

#### Building Contact information

Building Name	
Street	
City, State, Country, Postal Code	

Building Owner	
Client Name	
Key Contact	

Energy Auditor (name/company)				
Assessment Date				
Date(s) of site visit(s)				
Year(s) of Prior Energy Audit(s)				

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## **Building Characteristics and Demographics**

Building Description:

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Description of Lighting Systems:

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Description of HVAC Systems:

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Year of original construction	
Building Climate Zone	

Gross floor area		Total Number of Floors	
Net floor area		Conditioned Floors Above grade	
Total conditioned area		Conditioned Floors Below grade	
Conditioned area (heated only)			
Conditioned area (cooled only)			

Primary Building use type	
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Multi-Use Building space types	Floor Area	Percentage

Space excluded from gross floor area	Floor Area	Percentage

Description of Major Renovations	Year

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Systems Commissioned	Year

Energy Efficiency Improvements since Construction	Year

Typical occupancy (low/average/continuous)	
Typical occupancy (hours/week)	
Typical occupancy (weeks/year)	
Typical number of occupants (during occupied hours)	
% of Building owned	
% of Building leased (rented)	
Number of Dwelling Units in Building (Multifamily Only)	
% of Dwelling Units currently Occupied (Multifamily Only)	

### Space Function Breakdown

Space ID	#1	#2	#3	#4
Function/Use				
Original Intended Use				
Gross Floor Area (per space)				
Conditioned Area (%)				
Number Occupants				
Estimated Plug Loads (W/ft <sup>2</sup> or W/m <sup>2</sup> )				
Use (hours/week)				
Use (weeks/year)				
Principal HVAC type				
Principal Lighting Type				

### Notable Conditions Observed

**Instructions:** The opening paragraph should be edited by the user to highlight any information included in the tabular information that follows.

The following notable conditions have been observed during the facility walk-through. Specific data as noted during the facility walk-through follows in tabular format.

Historical landmark status? (Y/N)	
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