



Summer 2009 Demonstration Participant Pre-Audit Worksheet

Building Name: _____

Required Building Information:

1) Building Type:	2) Other Building Use:
Building Construction	
3) Total # of Stories: a. Above grade: b. Below grade: 4) Floor-to-Floor height:	5) Floor-to-Ceiling height: 6) Footprint Area 7) Overall Construction Type (general)
8) Year Built and/or Renovated:	
9) High Energy use tenants/zones:	
10) General Occupancy Schedule:	
11) Special Occupancy Schedule: a. Special events: b. Data centers: c. Other:	
Temperature Setpoints:	
12) Cooling Setpoints: a. Occupied: b. Unoccupied:	14) Cooling Design Temperature: a. Indoor: b. Supply:
13) Heating Setpoints: a. Occupied: b. Unoccupied:	15) Heating Design Temperature: a. Indoor: b. Supply:

16) Vendors:
a. HVAC Maintenance:
b. HVAC Engineering:
c. Electricity Supplier:
d. Natural Gas Supplier:
e. BAS Maintenance:
17) HVAC System
a. Type(s):
b. Manufacturer(s):
c. Model(s):
d. Size/capacity:
18) HVAC Operation schedule:

Additional Documentation Checklist:

	1) Maintenance logs for HVAC equipment
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Utility Data:

	2) Overall building utility data (mandatory requirement)
	3) <i>If possible</i> , tenant utility data
	4) <i>If available</i> , publications, reports, websites and schematics that describe the building and its HVAC system and operation

Information from Drawings: *If possible, please provide digital copies*

	5) Mechanical Schedule
	6) Wall Section
	7) Roof Section
	8) Tables that indicate electrical equipment to electrical system
	9) Elevation and floor plan views

Contact Beth Cushing at (970) 708-0792 with queries. Thank You!