

HVAC Audit Energy Report Template

HVAC Audit Energy Report

- **Audit Date:**
- **Customer Name/Location:**
- **Unit Audited:**

System Performance Checklist

Area/Component	Satisfactory	Needs Attention	Immediate Action
Direct Sunlight @ 8 AM	☐	☐	☐
Supply Plenum Insulation	☐	☐	☐
Return Plenum Insulation	☐	☐	☐
Attic Insulation	☐	☐	☐
Blower Wheel Clean	☐	☐	☐
Condenser Coll Clean	☐	☐	☐
Suction Line Insulation	☐	☐	☐

Comments/Recommendations

- **General Notes:**
[Insert professional notes, observations, clearance concerns]
- **Digital Photo Documentation:**
[Attach on-site equipment photos] 2025