



# STANDARD AUDIT CHECKLIST

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## Pre-Inspection/Consultation

- Review member's electric use on previous bills
- Discuss influential factors to energy bills
  - HVAC systems
  - Air leaks
  - Insulation and weather stripping
  - Lighting
  - Appliances and electronics
- Explain the audit process
- Discuss thermostat temperatures and settings
- Identify any specific concerns from the member

## Exterior Items

- Water heater
- Hot tub
- Pool, in-ground or above ground
- Water well pumps
- Hot water recirculation pumps

## Interior Living Areas

- Check the age of the HVAC system
- Inspect accessible air ducts to identify holes or gaps between duct work and registers
- Inspect electrical outlets and light switches for air leaks
- Inspect windows, doors, and baseboards for gaps and air leaks
- Inspect recessed light for air leaks
- Inspect fireplaces and chimneys for gaps or air leaks
- Inspect bathroom and kitchen exhaust fans for air leaks around seals
- Review type of lighting used inside and outside of home

## Attic and Walls

- Visually inspect attic for evidence of moisture, rot or humidity
- Inspect air filters in HVAC systems
- Inspect attic insulation levels
- Inspect attic access door seal and for air flow
- Inspect wall insulation

## Appliances and Electronics

- Inspect appliance age and for Energy Star logo
- Inspect electronics continuously drawing electricity when not in use