



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