

Sample Instrument

ENERGY AUDITS CONDUCTED

Environmental Stewardship Focus Area

Output: Number of unduplicated low-income households home and public building energy audits conducted (EN2).

Sample Instrument

Energy Audit Log

This instrument can be used to document the number of unduplicated low-income household homes and public buildings where energy audits are conducted. The log provides spaces to document the zip code, street address, contact person, the type of dwelling or structure, dates when energy audits are scheduled, and whether or not the energy audits were completed. Use different log sheets for energy audits conducted in different neighborhoods, towns, cities, or states. Upon completion of the energy audits, count the number of boxes where the energy audits were completed and enter this total in the box at the bottom of the form. If you have more than one log sheet, add the totals of all sheets to obtain the total number of energy audits conducted. You are also encouraged to develop an Excel spreadsheet to facilitate calculating totals.

Energy Audit Log

Instructions

What is the purpose?	To determine how many low-income household homes and/or public buildings received an energy audit.
Who should complete this instrument?	Site supervisors or other designated staff who are directly involved in or oversee energy audits should complete the instrument.
When should we complete this instrument?	Fill in the information about each location as energy audits are scheduled, and immediately after energy audits are completed.
What should we do to prepare?	Enter the zip code, street address, and name of the contact person (e.g., resident or owner) for each location where an energy audit is planned.
What should we do afterwards?	Total the numbers of energy audits on unduplicated homes and/or public buildings completed in the last column of the instrument and place this number in the bottom box. If you document energy audits conducted on more than one log sheet, calculate the grand total of energy audits conducted by adding the totals of each sheet.
Can I use an alternative instrument?	Different forms can be developed to document the number of energy audits completed on unduplicated homes and/or public buildings. In any case, remember to save the "raw" data as proof that a systematic process was used to document the outputs.

Energy Audit Log

Program Name: _____ **Program Year:** _____

Form Completed by: _____

Instructions: Use this log to track the number of low-income household homes and public buildings that received an energy audit. For each location, enter the zip code, street address, name of the contact person, and the date when the energy audit is scheduled. Note the type of structure audited using the codes below. Check the last column to determine whether the energy audits were completed. **Report total number of unduplicated structures where energy audits were completed.**

Zip Code	Street Address	First Name	Last Name	Structure Type ¹	Energy Audit: Date Scheduled	Energy Audit Completed	
						<input type="checkbox"/> Yes	<input type="checkbox"/> No
						<input type="checkbox"/> Yes	<input type="checkbox"/> No
						<input type="checkbox"/> Yes	<input type="checkbox"/> No
						<input type="checkbox"/> Yes	<input type="checkbox"/> No
						<input type="checkbox"/> Yes	<input type="checkbox"/> No
						<input type="checkbox"/> Yes	<input type="checkbox"/> No
						<input type="checkbox"/> Yes	<input type="checkbox"/> No
						<input type="checkbox"/> Yes	<input type="checkbox"/> No
						<input type="checkbox"/> Yes	<input type="checkbox"/> No
						<input type="checkbox"/> Yes	<input type="checkbox"/> No
						<input type="checkbox"/> Yes	<input type="checkbox"/> No
						<input type="checkbox"/> Yes	<input type="checkbox"/> No
						<input type="checkbox"/> Yes	<input type="checkbox"/> No
						<input type="checkbox"/> Yes	<input type="checkbox"/> No
						<input type="checkbox"/> Yes	<input type="checkbox"/> No

Total number of structures where energy audits were completed:

¹ Structure Type: **FH** = Single Family Home, **MH** = Mobile Home, **AU** = Apartment Unit, **DU** = Duplex Unit, **PB** = Public Building