



Instructions

To help ensure the integrity of the ENERGY STAR® brand, EPA is performing audits on certification applications to ensure that all energy use is accounted for accurately, the building characteristics have been properly reported, and indoor environmental quality has not been compromised in pursuit of energy conservation. Your application has been randomly selected for an audit and will be processed alongside the information you provide in this audit document. The status of your application is contingent on the approval of all entries in your application and audit.

As part of the audit process, EPA is requesting that you provide detailed explanations and/or documentation for each of the following application sections:

- **Property Information** - provide a description of your property along with details from your site visit
- **Indoor Environmental Quality** - provide a completed version of the Indoor Environmental Quality Measurement Form. You may have already completed this form as part of your site visit. If not, a copy has been included at the end of this audit form. Refer to the Guide for Licensed Professionals for more information: www.energystar.gov/lpguide.
- **Total Building Energy Use** - explain what fuel types are being used at the property and provide the 12 months of utility bills that were included in the application for each meter.
- **Property Use Details** - provide an explanation of how values were determined for all property use details, along with supporting documentation as appropriate and available. Demonstrate that the applicant and LP understand Portfolio Manager definitions and policies.

Please complete this audit document by [MM/DD/YYYY] in order to avoid delays in the processing of this application. If you have any questions while completing the form, please send them to escertification@energystar.gov.

The public reporting and recordkeeping burden for this collection of information is estimated to average 1 to 2 hours per response. Send comments on the Agency's need for this information, the accuracy of the provided burden estimates, and any suggested methods for minimizing respondent burden, including through the use of automated collection techniques to the Director, Collection Strategies Division, U.S. Environmental Protection Agency (2822T), 1200 Pennsylvania Ave., NW, Washington, D.C. 20460. Include the OMB control number in any correspondence. Do not send the completed form to this address.



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Property Name:

Property ID:

Street Address:Á
City, State, ZIP:

Primary Property Type:Á

Application Tracking Number:

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Date(s) of the site visit:

Who conducted the site visit (name, organization, title):

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Energy Consumption Data

Please submit copies of twelve months of the utility bills reported in your ENERGY STAR application. You may use the checklist below to confirm that all meters have been included in the audit documentation.

Meter Type	Meter Name

IT Meter Location	IT Meter Name

How was it verified that all meters have been included in the application?

If you do not have access to utility bills for any of the meters listed above, please explain how the total energy usage of the property was determined and provide any available documentation for how the meter usage was determined:



Appendix A: Indoor Environmental Quality Measurement Form for ENERGY STAR® Building Verification Site Visit

Instructions

The LP (or their representative) must use this form to record measurements taken during the ENERGY STAR building verification site visit. Forms should be kept on file for two years. Should an ENERGY STAR application be selected for an audit, you will be required to submit this form as supporting documentation. Please attach additional notes pages if necessary.

Property Name: _____

Property Address: _____

LP Name: _____ Site visit date: _____

Information on person conducting the site visit:

Name: _____ Title: _____ Organization: _____

Outdoor Air Ventilation

The LP must verify that the property meets the minimum ventilation rates according to ANSI/ASHRAE Standard 62.1, Ventilation for Acceptable Indoor Air Quality.

Select the method used (check all that apply):

For mechanically ventilated buildings, the LP must confirm minimum outdoor ventilation rates by any of the following;

- Simplified direct airflow measurements per ANSI/ASHRAE Standard 62.1, Addendum b and Addendum z where applicable¹; Section 6.2, the Ventilation Rate Procedure where the addenda are not applicable, or
- CO₂ concentration measurements per ASHRAE 62.1 Appendix C, and ASTM D6245 Standard Guide for Using Indoor CO₂ Concentrations to Evaluate Indoor Air Quality and Ventilation, or
- Detailed airflow calculations derived from as-built equipment specifications, and physical inspection of system operation and control

For naturally ventilated buildings, the LP must follow ASHRAE 62.1, Section 6.4, Natural Ventilation Procedure to confirm the minimum outdoor air opening and space configuration requirements.

Dwelling units in multifamily housing shall use ASHRAE 62.2, Ventilation and Acceptable Indoor Air Quality in Residential Buildings. Hospitals and Senior Care Communities may use ASHRAE Standard 62.1, or ANSI/ASHRAE/ASHE Standard 170: Ventilation of Health Care Facilities - 2013.

For building occupancy types not covered by these standards, buildings with physical constraints that make it infeasible to provide these minimum outdoor air rates, as well as spaces that are inaccessible to the LP (e.g. individual apartments) the LP must use their professional judgement to confirm that outdoor air ventilation has not been compromised in pursuit of energy conservation.

Description of verification method and documentation of measurement results:

¹ For Minimum Outdoor and Primary Airflow Rates for K-12 Schools and Offices, see Addendum b. For Combined Outdoor Air Rate check values for K-12 Schools, Hotels, Residence Halls/Dormitories, Offices/Financial Offices, Bank Branches, Warehouses and Distribution Centers, Worship Facilities, Courthouses, Multifamily Housing, Senior Care Communities (except for strictly-medical spaces), Retail Stores, and Supermarkets, see Addendum z. These addenda do not apply to Hospitals or Medical Offices (for which LPs should refer to ASHRAE Standard 170, Ventilation of Health Care Facilities), nor to Data Centers.



Thermal Environmental Conditions

The LP must verify that the property meets the acceptable thermal environmental conditions according to ANSI/ASHRAE Standard 55, Thermal Environmental Conditions for Human Occupancy.

Location	Space Function	Date and Time	Specific Location	Dry bulb Temp. (°F)	Relative Humidity (%)	Air Speed (ft/min) (optional)	Notes and Observations



Indoor Lighting Conditions

The LP must verify that the property meets the acceptable minimum illumination levels as recommended by the Illuminating Engineering Society of North America (IESNA) Lighting Handbook. Horizontal and/or vertical illumination measurements must be taken. Both measurements are not required.

Location	Space Function	Date and Time	Specific Location	Horizontal Illumination (fc)	Vertical Illumination (fc)	Notes and Observations

I verify that the measurements on this form are accurate and taken in accordance with the requirements described in the ENERGY STAR Licensed Professional's Guide.

LP Signature: _____

Date: _____



Notes Section (optional)

Please use this section to document your notes about the site visit.