U.S. DEPARTMENT OF ENERGY | Energy Efficiency & Renewable Energy

Audit Template: Quick Start Guide

Audit Template may be used to collect, store and report building energy audit data. The tool provides custom reporting templates for programs or jurisdictions utilizing Audit Template for collecting audit data. A user can select the template based on the program they're reporting data for and after entering building audit data into the tool, users may generate an audit report which lists all the data entered and calculated tables and charts. The audit data is available to download in PDF, CSV, or BuildingSyncXML* file formats by the user.

How to Access and Input Data

To access the Audit Template, visit https://buildingenergyscore.energy.gov, the user needs to register for an Asset Score account, and log in. To create and submit a building audit data report file in Audit Template, the user should follow the seven steps outlined on the next page of this guide.

The data entry input fields available in the Audit Template and the audit data report follow the ANSI/ASHRAE/ACCA Standard 211-2018, Standard for Commercial Building Energy Audits. Additional data fields required by specific programs or jurisdictions are included where applicable. The icons below identify input categories on the data entry screens in the tool:

- ☑ ASHRAE Level 2 inputs
- ♔ Program or jurisdiction specific inputs
- ★ Fields required for program or jurisdiction reporting.

Users may gather data pertaining to an ANSI/ASHRAE/ACCA Standard 211, Standard for Commercial Building Energy Audit separately prior to using the tool or may enter data directly into the tool.

Energy Efficiency Revolving Loan Funds Reporting Template in Audit Template

The Energy Efficiency Revolving Loan Funds program (EE-RLF) specifies a mandatory minimum set of reporting requirements. These mandatory requirements have been implemented in Audit Template which would verify compliance with these requirements prompt the user if any of the requirements are not met. Once the mandatory requirements have been met, the audit report may be marked as complete, and the auditor may download the Audit Template report, including a BuildingSync file, for submission to the program administrator. The submission process would be defined by the State the user is submitting the data to.

Getting Started

For audit data reporting for the Infrastructure Investment and Jobs Act of 2021, Energy Efficiency Revolving Loan Funds program, select '**EE-RLF Template**' from the **'Add Audit Report'** button drop down menu. This template will identify the mandatory reporting requirements for the EE RLF program and additional data points that correspond to an ASHRAE Level II audit will be marked as optional for data reporting.

Where to go for Help

To assist with data entry, each screen has a Help icon ❓ that links to an associated module of an online Audit Template User Guide. The User Guide is connected to the Asset Score Help Desk, which may be used to submit a support ticket to request additional assistance.

- Audit Template User Guide: https://help.buildingenergyscore.com/support/solutions/8000051362

* The XML files follow the format of BuildingSync® XML developed by National Renewable Energy Laboratory. BuildingSync® is a standardized language for commercial building energy audit data that software developers may use to exchange data between audit tools. For information on BuildingSync, visit https://buildingsync.net.

Audit Template Data Input Steps

Each of the data input steps that appear on the next page correspond to a data entry screen accessible from the Audit Template toolbar:

1.   Input Basic Building Information

Select "EE-RLF Template" for Energy Efficiency Revolving Loan Funds audit reports from the drop-down menu and enter building name, year of construction, gross floor area, and location. Click the "Create Building" button to continue to the audit report data entry screens.

2.   Contact Information and Audit Details

Complete sections that include audit details including and audit completion dates, and audit team and building staff contacts.

3.   Facility Description

Complete sections related to information of the audited building, including building use types, building envelope characteristics and major installed equipment components such as HVAC, lighting, and service hot water systems. The information may be based on on-site observations, review of architectural drawings and specifications, measurements or engineering calculations.

4.   Utility Data and Benchmarking

Specify energy supply sources and enter the monthly metered and delivered energy use data. An annual summary displaying average annual energy use and cost by energy supply source will be generated. Metering and energy systems configuration entries may be required for selected city reports. Benchmarking data, including the building's Energy Use Intensity (EUI) and target energy savings may also be provided in this section.

5.   Energy Use Breakdown and QA/QC

Enter estimated building energy use by end use for all energy supply sources. Totals will be calculated and displayed in an 'End Use Summary' table. These will be used to verify that the estimated energy use by end use estimates align with historical energy use.

6.   Energy Savings Opportunity

Enter packages of recommended low cost, no cost, and potential capital energy efficiency measures and energy and cost savings that have been manually calculated or generated by a third party energy modelling software. Calculated net measure costs, ROI and payback years will be displayed.

7.   Mark as Complete

Select the "Complete" button to mark data collection as complete and download the completed reports, along with the BuildingSync file. Users will also receive a confirmation email. The user is then required to follow their State's guidelines for submitting the BuildingSync and/or Audit Template report.