

GE7 - GUIDELINES FOR CONSOLIDATED PRELIMINARY ENERGY AUDIT COMPARATIVE REPORT

1. Cover Page

- Report title
- Name of clients
- Location of facility or building
- Date of report

2. Executive Summary

All information in the Executive Summary should be drawn from the detailed information in the full report. The Executive Summary should contain a brief description of the preliminary audit including:

- Name of clients, location of facility or building audited
- Objective of audits
- Dates of preliminary audits
- Key systems and equipment studied

3. Table of Contents

- Introduction
- Overview of Data Observation
- Scope of work for energy audit
- Recommendations and the associated costs and savings
- Conclusions

4. Introduction

- Objectives of preliminary audit
- Description of facility or building audited – numbers of floors, GFA, air-con area, type of usage, occupancy, hours of operation, age of building, etc.
- Information on tenants in facility or building audited (If applicable) – whether they are paying their own energy bills, how much floor area (sq meter) they occupy, etc.
- Past year's energy consumption and cost
- Breakdown of energy (electricity and fuel) consumption

5. Overview of Data Observation in Place

- Dates of preliminary audit
- Data collected from manufacturers' design specifications
- Data collected from facility or building owner

6. Recommendations and the Associated Costs and Savings

- Brief description of the present situation and shortcomings identified
- Initial findings, observations and assessment of the performance of systems or equipment
- Initial recommendations on energy saving measures with estimated energy and cost savings, investment cost and payback period for each measure. All numbers should be supported by information and assumptions made must be stated clearly

7. Summary

- Summary of recommendations, estimated annual kWh and estimated cost savings, estimated investment cost and payback in table form