

Initial Audit Record Template

General Information

Number of full/part-time staff : _____ (Full-time) _____ (Part-time)

Total number of working hours : _____

Energy Audit

Attach electricity bill or gas bill for the past 12 months for record and plot a graph to show the trend.

	Jan	Feb	Mar	Apr	May	June	Jul	Aug	Sept	Oct	Nov	Dec
Electricity (kWh)												
Gas (MJ)												

List of Office Equipment

	Rating (kW)	Quantity (nos.)
Photocopying machine		
Fax machine		
Personal computer		
Printer		
Water dispenser		
Tea urn		
Refrigerator		
Vending machine		
Other (to be listed)		

APPENDIX A

Ventilation and Air Conditioning System

Any regular cleaning for filter? Yes / No (If yes, please provide cleaning record log)
 Any regular cleaning for ventilation ducts? Yes / No (If yes, please provide cleaning record log)
 Any CO₂ sensor provided? Yes / No (If yes, how many and where? _____)
 Any complaint from staff? Yes / No (If yes, give details: _____)

	Reception	Staff Workstation	Conference Room A	Conference Room B	Lobby	Pantry	Toilet (Male)	Toilet (Female)	Carpark	Plant Room	Store
Area (m ²)											
Room Temperature (°C)											
Cleaning of filter (yes/no)											
No. of ventilation and A/C systems provided											
No. of Water-cooling system											
No. of Air Handling Unit											

APPENDIX A

Vehicle Emissions

	Motorcycle	Passenger Car	Van	Light Goods Vehicles	Medium/Heavy Goods Vehicles	Bus
Total number of vehicles						
Total kilometre travelled (km)						
Emissions of NO _x (g/month)						
Emissions of PM (g/month)						

Emissions from Diesel Backup Generators

	Generator 1	Generator 2	Generator 3	Generator 4	Generator 5	Generator 6
Power rating (kW)						
Total operating time (hr/month)						
Emissions of NO _x (kg/month)						

Emissions from Diesel Boilers

	Boiler 1	Boiler 2	Boiler 3	Boiler 4	Boiler 5	Boiler 6
Power rating (kW)						
Total operating time (hr/month)						
Total volume of diesel oil / heavy oil used (litre/month)						
Emissions of SO ₂ (kg/month)						
Emissions of NO _x (kg/month)						

Comments
