

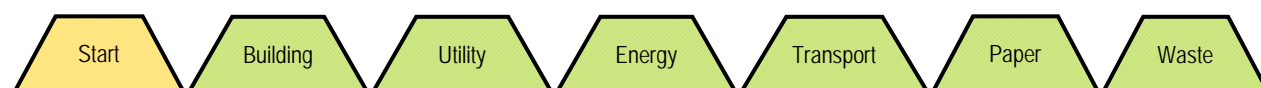


# Reducing Carbon Emissions Energy Audit Checklist

## BEFORE YOUR AUDIT BEGINS

Do you have the following information:

1	<b>Details about the building</b> <ul style="list-style-type: none"><li>▪ Building location</li><li>▪ Postcode</li><li>▪ Gross floor area of your office</li></ul>	<input type="checkbox"/>
2	<b>Utility Bills</b> <ul style="list-style-type: none"><li>▪ Electricity and gas bills for last 12 months</li></ul>	<input type="checkbox"/>
3	<b>Taxi Vouchers</b> <ul style="list-style-type: none"><li>▪ Taxi vouchers or taxi receipts for last 12 months showing number of trips and total cost of all taxis</li></ul>	<input type="checkbox"/>
4	<b>Vehicle Fleet Log Books</b> <ul style="list-style-type: none"><li>▪ Log books for vehicle fleet for last 12 months showing number of vehicles, type of vehicles and total kilometres driven</li></ul>	<input type="checkbox"/>
4	<b>Flight Receipts</b> <ul style="list-style-type: none"><li>▪ Flight receipts or flight register for last 12 months showing number of air trips, origin and destination</li></ul>	<input type="checkbox"/>
5	<b>Paper Receipts</b> <ul style="list-style-type: none"><li>▪ Paper receipts for last 12 months showing number of reams purchased and recycled content</li></ul>	<input type="checkbox"/>
6	<b>Waste Data</b> <ul style="list-style-type: none"><li>• Information on waste disposed of over the last 12 months showing amount and type of waste.</li></ul>	<input type="checkbox"/>



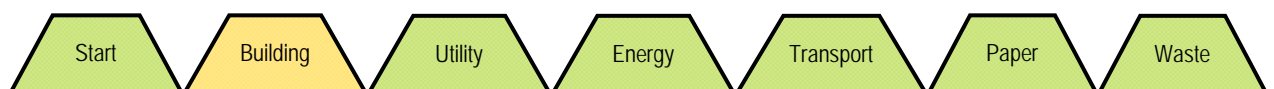


# Reducing Carbon Emissions Energy Audit Checklist

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## BUILDING INFORMATION

1	Building Name		
2	Address		
3	Suburb		
4	State		
5	Postcode		
6	Gross Floor Area		m <sup>2</sup>
7	Occupancy		hrs/wk
8	Audit Type	Whole building  Tenancy  Base Building	<input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>





# Reducing Carbon Emissions Energy Audit Checklist

## UTILITY BILLS

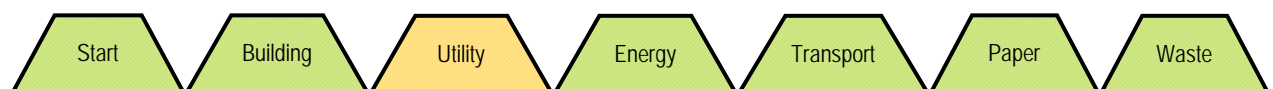
### Electricity Bills

No	Billing Period	Electricity Consumption (kWh)	Green Power (%)
1	January		
2	February		
3	March		
4	April		
5	May		
6	June		
7	July		
8	August		
9	September		
10	October		
11	November		
12	December		

\*Quarterly bills should be divided equally into the individual months

### Gas Bills

No	Billing Period	Gas Consumption (MJ)
1	January	
2	February	
3	March	
4	April	
5	May	
6	June	
7	July	
8	August	
9	September	
10	October	
11	November	
12	December	





# Reducing Carbon Emissions Energy Audit Checklist

## WALKTHROUGH ENERGY AUDIT

Take a walk through your office taking note of each of the electrical appliances noted below:

### COMPUTERS



Item	Number / Quantity	Comments		Typical Hours Used Per Day	Seasonal			
Laptop		<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Left in standby      Switched off at the powerpoint      All year      Winter only      Summer only      Winter & summer only

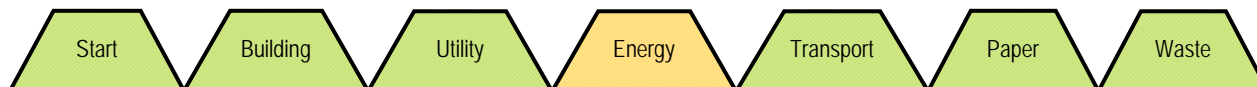


Desktop & single monitor		<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Left in standby      Switched off at the powerpoint      All year      Winter only      Summer only      Winter & summer only



Desktop & double monitor		<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>





# Reducing Carbon Emissions Energy Audit Checklist



Server					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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All year      Winter only      Summer only      Winter & summer only

## PRINTERS



Item	Number / Quantity	Comments		Typical Hours Used Per Day	Seasonal			
		<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Small printer		<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Left in standby      Switched off at the powerpoint      All year      Winter only      Summer only      Winter & summer only



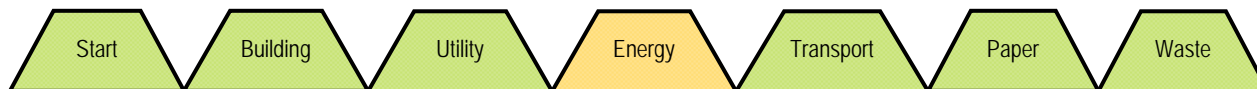
Multifunction		<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Left in standby      Switched off at the powerpoint      All year      Winter only      Summer only      Winter & summer only



Plotter		<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Left in standby      Switched off at the powerpoint      All year      Winter only      Summer only      Winter & summer only





# Reducing Carbon Emissions Energy Audit Checklist

## APPLIANCES



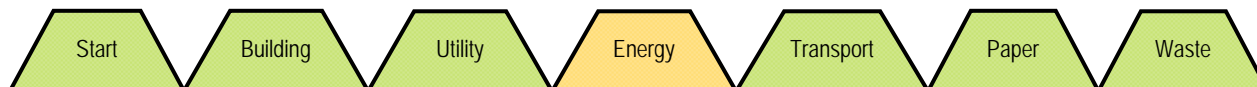
Item	Number / Quantity	Comments		Typical Hours Used Per Day	Seasonal			
		Left in standby	Switched off at the powerpoint		All year	Winter only	Summer only	Winter & summer only
Fax Machines		<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



Scanner		<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



Photocopier		<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>





# Reducing Carbon Emissions Energy Audit Checklist

## AIR CONDITIONING & FANS



Item	Number / Quantity	Comments	Typical Hours Used Per Day	Seasonal			
				All year	Winter only	Summer only	Winter & summer only
Ceiling Fan				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



Desk Fan				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

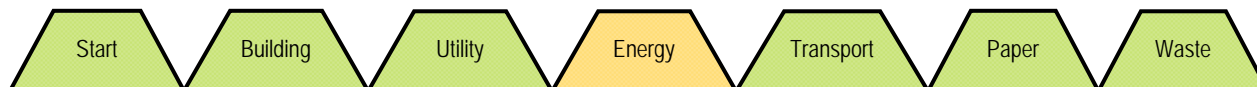


Split Unit		<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



The central heating, ventilation and air-conditioning is included in the electricity and/or natural gas bills for this site.					Y / N
Electricity & Natural Gas	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Electricity Only	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		

High efficiency      Medium efficiency      Low efficiency



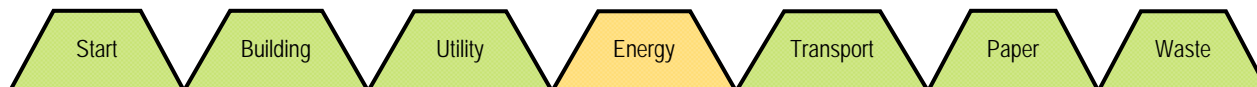


# Reducing Carbon Emissions Energy Audit Checklist

## HEATING



Item	Number / Quantity	Comments		Typical Hours Used Per Day	Seasonal			
					All year	Winter only	Summer only	Winter & summer only
Electric heater		<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		Left in standby	Switched off at the powerpoint		All year	Winter only	Summer only	Winter & summer only
Natural Gas heater					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
					All year	Winter only	Summer only	Winter & summer only





# Reducing Carbon Emissions Energy Audit Checklist

## LIGHTING

Linear Fluorescent



Item				Number / Quantity	Comments			Typical Hours Used Per Day	Seasonal			
					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>		



# Reducing Carbon Emissions Energy Audit Checklist

## LED Downlight



Item	Number / Quantity	Comments			Typical Hours Used Per Day	Seasonal			
		Occupancy Sensor	Timer	Dimming		All year	Winter only	Summer only	Winter & summer only
LED Downlight		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Occupancy Sensor    Timer    Dimming    All year    Winter only    Summer only    Winter & summer only

## Halogen Downlight



Halogen Downlight		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Occupancy Sensor    Timer    Dimming    All year    Winter only    Summer only    Winter & summer only

## Compact Fluorescent Downlight



Compact Fluorescent Downlight		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

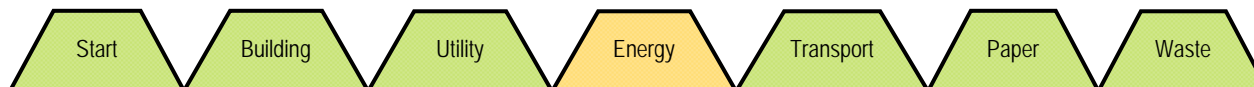
No. Of Lamps per Fitting    No. Of Fittings    Occupancy Sensor    Timer    Dimming    All year    Winter only    Summer only    Winter & summer only

## Incandescent



Incandescent		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Occupancy Sensor    Timer    Dimming    All year    Winter only    Summer only    Winter & summer only





# Reducing Carbon Emissions Energy Audit Checklist

## VISUAL



Item	Number / Quantity	Comments		Typical Hours Used Per Day	Seasonal			
		<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
LCD		<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		Left in standby	Switched off at the powerpoint		All year	Winter only	Summer only	Winter & summer only



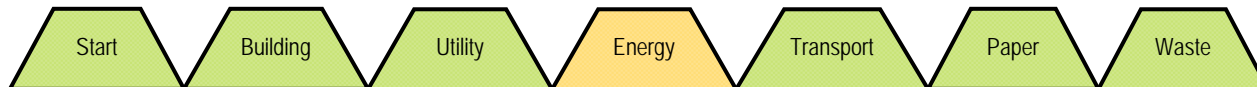
Plasma		<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		Left in standby	Switched off at the powerpoint		All year	Winter only	Summer only	Winter & summer only



Projector		<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		Left in standby	Switched off at the powerpoint		All year	Winter only	Summer only	Winter & summer only



Standard		<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>





# Reducing Carbon Emissions Energy Audit Checklist

## AUDIO



Item	Number / Quantity	Comments		Typical Hours Used Per Day	Seasonal		
Portable Stereo		<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Left in standby      Switched off at the powerpoint      All year      Winter only      Summer only      Winter & summer only



Integrated Stereo		<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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Left in standby      Switched off at the powerpoint      All year      Winter only      Summer only      Winter & summer only







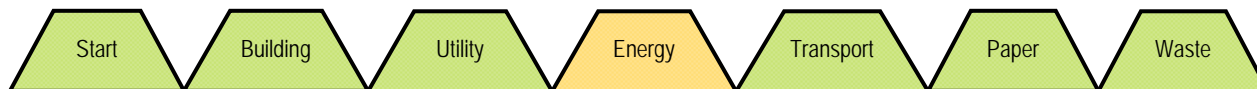


# Reducing Carbon Emissions Energy Audit Checklist

## KITCHEN & HOT WATER CHECKLIST

### KITCHEN

Item	Number / Quantity	Comments		Typical Hours Used Per Day	Seasonal			
 Coffee Machine		<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		Left in standby	Switched off at the powerpoint		All year	Winter only	Summer only	Winter & summer only
 Dishwasher		<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		Left in standby	Switched off at the powerpoint		All year	Winter only	Summer only	Winter & summer only
 Electric Kettle		<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		Left in standby	Switched off at the powerpoint		All year	Winter only	Summer only	Winter & summer only
 Microwave		<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		Left in standby	Switched off at the powerpoint		All year	Winter only	Summer only	Winter & summer only





# Reducing Carbon Emissions Energy Audit Checklist



Toaster	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



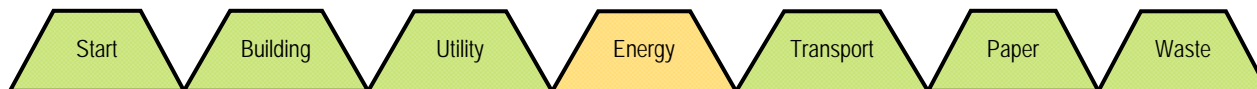
Sandwich Press	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



Urn	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



Boiling Hot Water Unit	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



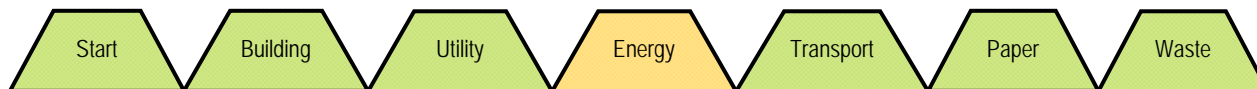


# Reducing Carbon Emissions Energy Audit Checklist

## REFRIGERATORS



Item	Number / Quantity	Comments	Typical Rating	Annual Consumption
Small				
Medium				
Large				





# Reducing Carbon Emissions Energy Audit Checklist

## HOT WATER



Item	Number / Quantity	Comments	
Gas		<input type="checkbox"/>	<input type="checkbox"/>

Light Use

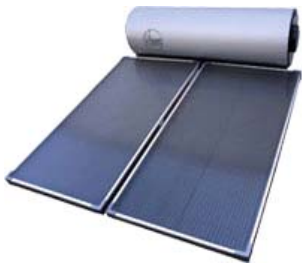
Heavy Use



Electric		<input type="checkbox"/>	<input type="checkbox"/>
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Light Use

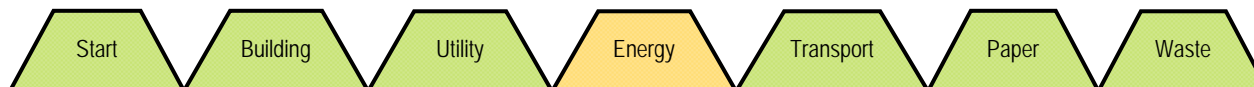
Heavy Use



Solar		<input type="checkbox"/>	<input type="checkbox"/>
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Light Use

Heavy Use

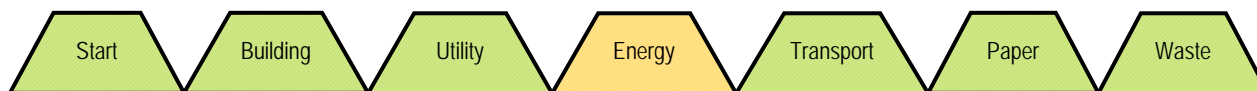




# Reducing Carbon Emissions Energy Audit Checklist

## OTHERS

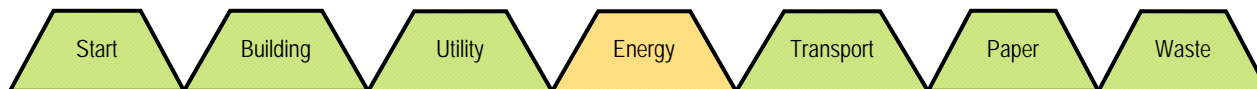
Item	Power Rating (W)	Number / Quantity	Comments		Hours Used Per Day	Seasonal				
			<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
		.....	<input type="checkbox"/>	<input type="checkbox"/>	.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
			Left in standby	Switched off at the powerpoint		All year	Winter only	Summer only		Winter & summer only
		.....	<input type="checkbox"/>	<input type="checkbox"/>	.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
			Left in standby	Switched off at the powerpoint		All year	Winter only	Summer only		Winter & summer only
		.....	<input type="checkbox"/>	<input type="checkbox"/>	.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
			Left in standby	Switched off at the powerpoint		All year	Winter only	Summer only		Winter & summer only
		.....	<input type="checkbox"/>	<input type="checkbox"/>	.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
			Left in standby	Switched off at the powerpoint		All year	Winter only	Summer only		Winter & summer only





# Reducing Carbon Emissions Energy Audit Checklist

Item	Power Rating (W)	Number / Quantity	Comments		Hours Used Per Day	Seasonal			
			Left in standby	Switched off at the powerpoint		All year	Winter only	Summer only	Winter & summer only
		.....	<input type="checkbox"/>	<input type="checkbox"/>	.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		.....	<input type="checkbox"/>	<input type="checkbox"/>	.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		.....	<input type="checkbox"/>	<input type="checkbox"/>	.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		.....	<input type="checkbox"/>	<input type="checkbox"/>	.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		.....	<input type="checkbox"/>	<input type="checkbox"/>	.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		.....	<input type="checkbox"/>	<input type="checkbox"/>	.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>





# Reducing Carbon Emissions Energy Audit Checklist

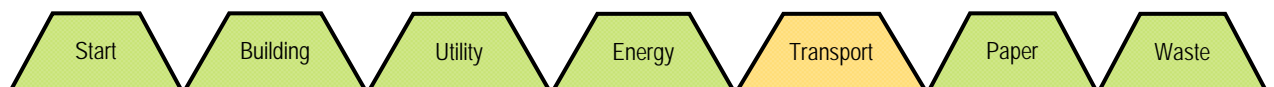
## TRANSPORT INFORMATION

### Taxis

Mode of Transport	Yearly number of trips	Total Cost of all taxis
Taxi		

### Vehicle Fleet

Mode of Transport	Number of vehicles	Total km driven by all vehicles in category	Fuel Type
Small Car (eg. Corolla)			Unleaded petrol
			10% Ethanol blended petrol
			Diesel
			LPG
Medium Car (eg. Camry)			Unleaded petrol
			10% Ethanol blended petrol
			Diesel
			LPG



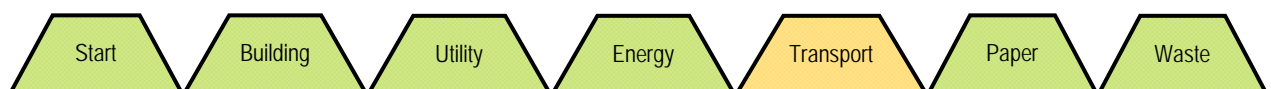


# Reducing Carbon Emissions Energy Audit Checklist

Mode of Transport	Number of vehicles	Total km driven by all vehicles in category	Fuel Type
Large Car (eg. Commodore)			Unleaded petrol
			10% Ethanol blended petrol
			Diesel
Hybrid - Petrol/Electric			Petrol / Electric
Motorcycle / Scooter			Unleaded petrol
			10% Ethanol blended petrol

## Public Transport

Mode of Transport	Approximate annual kilometres travelled by all staff
Bus	
Train	
Light Rail (tram or monorail)	







# Reducing Carbon Emissions Energy Audit Checklist

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## PAPER & CONSUMABLES

Reams of Paper Used Each Year	
Percentage Recycled Content	

## WASTE

Type of Waste	Waste Generated per annum	Units
Paper/Card		
Food		
Garden/Green		

## ENERGY AUDIT REPORTING

Enter the checklist information into the Carbon Neutral Calculator, which can be found at:

<http://www.reducingcarbonemissions.org>

