Desktop Yardstick Energy Audit

Application: for businesses, community governments and non-profit organizations

A desktop energy audit (also known as a yardstick audit) is the first level of energy audit and helps determine if a building could benefit from having a more detailed energy audit performed. A yardstick audit includes a review of historical energy and water consumption data and comparison with data (where available) for other similar buildings. The Arctic Energy Alliance performs yardstick audits at no cost to its clients.

Please fill out this form and send/fax/email a history of utilities use for the building (copies of the original bills work best), including **two years** of information for **each** of the following:

Check the information included with your application

- ☐ heating fuel deliveries (showing volumes delivered and delivery dates) – *required*
- ☐ copies of electrical invoices (showing consumption and billing periods) – *required*
- ☐ water bills (showing consumption and billing periods) – *optional*

If you would like us to audit multiple buildings, please fill out a separate application form for each building.

Applicant information

Name: _____

Phone:_____ Email:_____

Building information

Building name: _____

Building address: _____

Year built: _____ Floor area that is heated and/or cooled: _____

Number of storeys (not including basement): ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5

Is there a basement? ☐ Yes ☐ No

Building contact person (if different form above)

Name: _____

Phone:_____ Email:_____

What type of organization owns the building?

☐ Business ☐ Community government

☐ Non-profit organization ☐ Other (specify): _____

How is the building used?

In the following table, check the relevant boxes for each section of the building.

Under **Approximate Floor Area for Type of Use**, select the approximate percentage of the building that is used for each purpose. For example, if your building contains an office and a hall, and most of the building is office space, you may check *75%* for *Office* and *25%* for *Hall*. Or if your building is only used as a warehouse, check *100%* for *Warehouse*.

Under **Number of Hours Occupied per Week**, check the approximate number of hours that each section building is used in the average week.

If you would like to tell us anything about how the building is used, add this to the **Additional Notes** field.

Type of Building Use	Approximate Floor Area for Type of Use				Number of Hours Occupied per Week				Additional Notes
	25	50	75	100	10	20	40	60+	
Hall	☐	☐	☐	☐	☐	☐	☐	☐	
Health centre	☐	☐	☐	☐	☐	☐	☐	☐	
Office	☐	☐	☐	☐	☐	☐	☐	☐	
School	☐	☐	☐	☐	☐	☐	☐	☐	
Retail	☐	☐	☐	☐	☐	☐	☐	☐	
Warehouse	☐	☐	☐	☐	☐	☐	☐	☐	
Hotel	☐	☐	☐	☐	☐	☐	☐	☐	
Other 1 (specify):	☐	☐	☐	☐	☐	☐	☐	☐	
Other 2 (specify):	☐	☐	☐	☐	☐	☐	☐	☐	

Heating system

System types *(check all that apply)*:

☐ Boiler ☐ Furnace

☐ Stove ☐ Other (describe): _____

Heating fuels *(check all that apply)*:

☐ Oil ☐ Natural gas ☐ Propane

☐ Cord wood ☐ Wood pellets ☐ Other (specify): _____

If you have a boiler, is it typically shut down during the warmer months?

☐ Yes ☐ No

If yes…

Approximately when is it started each year? _____

Approximately when is it shut down each year? _____

Domestic hot water

System types *(check all that apply)*:

☐ Boiler ☐ Tankless (non-boiler)

☐ Storage tank ☐ Other (describe): _____

Hot water system fuels *(check all that apply)*:

☐ Oil ☐ Natural gas ☐ Propane

☐ Electricity ☐ Other (specify): _____

Ventilation

System types *(check all that apply)*:

☐ Constant volume ☐ Variable volume ☐ Heat recovery ventilator (HRV)

☐ Air conditioning ☐ Other (specify): _____

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