

## **Preparing for an Energy Audit**

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## Preparing for an Energy Audit

Consider the following steps when preparing for an energy audit:

1. *Set priorities.* If you are managing more than one facility, you will need to determine which buildings should be audited first. A helpful measure for this is the Building Energy Performance Index (BEPI) – total energy use per unit floor area (e.g., MJ/m<sup>2</sup>/yr). Add up your annual gas and electricity bills for each facility, and convert to a common energy unit. Next divide this figure by the gross building floor area. You can then compare BEPI values within your building portfolio to see which ones use a disproportionate amount of energy.
2. *Look for obvious savings opportunities.* After looking over your consumption history, take a walk through each facility. Look for obvious energy-saving candidates, such as T12 lighting systems and poorly controlled HVAC systems. While you may not be able to quantify energy-saving opportunities, you should be able to get a “gut feel” for the potential return in conducting an energy audit.
3. *Set priorities and policies.* Don’t forget the people side of the equation. Your organization will be more effective in its conservation efforts if it has officially endorsed and promoted its sustainable philosophy.
4. *Investigate funding sources.* Look into government programs offering assistance and money to help reduce energy consumption and greenhouse gases
5. *Decide on your hurdle rates.* Energy consultants can do a better job for you if you can communicate your economic decision criteria. Decide on your maximum payback period or internal rate of return.
6. *Get baseline IAQ measurements.* It will be helpful knowing the level of your indoor air quality before looking at HVAC savings.

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