Checklist of required documents for MF audit review- Upstate:

☐Fuel Data

☐Building Description

☐Energy analysis of Existing conditions

☐Energy Savings Measures

☐Building Modeling

☐Scope of Work

☐Post-install Calculated Usage

☐.TPGX file for TREAT audits

☐Written Audit Report

Audit report

☐Table of summary WAP Scope of Work (SOW) with breakdown of measures recommended by H&S, Energy Conservation Measure (ECM) (>1), ECM (<1). The table shall also include estimated cost of the measures, projected 1st year savings, and SIR.

☐Table of energy savings by fuel type (MMBtu, KWH).

☐Narrative of existing conditions including equipment schedule – make and model # of major equipment, heating system controls, control set points, heat distribution type, windows, doors, roof, basement, lighting, and other electrical systems.

☐Include pictures of boiler/burner, control panels, control settings, windows, roof, etc

☐Justification for every input where input is a variable input. Ex, ACH, SSE, Space temp, window condition.

☐Write-up on recommended ECM

**These items may be found directly in the audit or reports
(fuel record from supplier)

Lighting Information

☐ List existing bulbs/fixtures and recommended replacements with cost and savings.

☐ Matches inputs in TREAT

OTHER

☐ Completed NYS WAP ASHRAE 62.2.2 Calculator and ASHRAE Compliance Plan including apartment layout with area (sq. ft.) (Compliance Plan is to detail how the building will be brought into compliance with the ASHRAE requirements).

- Detailed description of existing ventilation

- Representative sample of tested ventilation

☐ Complete Data collection notes

☐ Copy of combustion efficiency test result printout

☐ All Healthy and Safety test results

☐ Refrigerator information

☐ Copy of actual fuel bills entered in TREAT

☐ List any additional documents submitted with this audit:

_____
_____
_____
_____

Subgrantee must supply additional information when requested by reviewer

Submitted by:

Date of Submission:

Reviewed by:

Date of Review: