



New Feature #3: Narrative Audit Report

Dec. 2018

The Building EQ Portal has added a new report, the Building EQ Narrative Audit Report. This report provides a template for an ASHRAE Level 1 Energy Audit that follows the reporting requirements outlined in ASHRAE/ANSI Standard 211 *Standard for Commercial Building Energy Audits*. Specific ways that this feature is useful include:

- The template provides recommended text and boiler plate language to assist the user in preparing a comprehensive Level 1 Energy Audit report.
- The report is automatically populated with information collected and entered into the Building EQ Portal as part of the Building EQ In Operation assessment process.
- The audit specific information populated from the Building EQ Portal fills in tables in the report.
- The report is provided in MS Word format so that all text can be edited as needed by the user.
- The user is able make whatever edits they deem appropriate and then either delete or fill in any missing information based on what they wish to include in their report.
- The report can be customized to provide a more professional looking product by adding appropriate letterhead or logo.

The report is available for a fee to credentialed users for all approved submissions.

Check out this new feature in the Building EQ Portal at
[ashrae.org/BuildingEQ](https://www.ashrae.org/BuildingEQ).



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