

The Audit Process

- **Survey and energy bills**

Organizations interested in an energy audit will complete a short survey and submit all energy bills (excluding water) for the most recent 12 **consecutive** months.
- **Preliminary site visit**

After preliminary analysis of energy survey and energy bills, Design-Aire will arrange a facility visit to view the building and acquire an overview of the building's use and processes within.
- **Proposal**

Design-Aire will prepare a proposal for the approval of the authorizing officer of the organization. The proposal includes a summary of the audit work to be completed and pricing information. Once signed, the proposal is a binding contract. Partial payment (the terms of which are disclosed in the proposal) is due upon signing of the proposal. It is useful if building plans (footprint, electrical and mechanical schedules) are made available to Design-Aire at this time.
- **Site visit**

Design-Aire's audit team completes a thorough site visit and energy interview. The team will complete a full equipment inventory, including all major energy-consuming equipment and lighting, and take photographs of the building. Design-Aire follows all safety and security requirements and can be escorted, if necessary.
- **Engineering and analysis**

The information obtained from the energy bills, energy interview, and site visit is compiled by our staff of professional engineers for analysis.
- **Publish report**

Recommendations for energy conservation measures, including an overall summary and explanations of each measure with graphs, charts and tables, are presented in a clear, concise format for review. The client is provided with two copies of the report. An additional copy may be furnished to State of Indiana if required.
- **Review with client**

A member of the Design-Aire audit team reviews the audit report a member of the organization either in person or via conference call to review the recommended measures and answer any questions.
- **Web access**

The final PDF copy of the audit and appendix are available on the Internet for review and for the printing of additional copies. The site can be protected by a password, if necessary.
- **One-year energy partnership**

Design-Aire is available to the organization for a full year following the audit process to address energy-related questions or concerns.