

STEPS TO A GOOD ENERGY AUDIT DECISION-MAKING TREE

STEP 1: THINGS TO DO OFF SITE, BEFORE VISITING THE CLIENT'S HOME

- Get the House Characterization Score. Identify the number of boxes, draw the boxes, (leave spaces between the boxes) which will help you identify the horizontal air leakage sites to verify with tests.
- Determine if the energy use is low, average, or high.
- If it is average or high, there is potential to save energy.
- If the House Characterization Score is high and the energy use is high, the house may be complex to audit. Schedule ample audit time.
- Make the appointment with the client.
- Charge equipment, change batteries, pack forms, pack vehicle.

STEP 2: THINGS TO DO ON SITE, AT THE CLIENT'S HOME

- Interview client:
 - Purpose of the program
 - Audit steps
 - Their concerns and observations
- Visual Inspection of the building, everything around it and inside it.
- Unusual interior features may show you the vertical air leakage sites to test.
- Are there barriers to doing the tests?
- Fix barriers to testing if possible.
- Test in - Do the tests.
- Take the measurements.
- Calculate the air sealing goal.
- Are there barriers to weatherization?
- Client energy education and review.

STEP 3: THINGS TO DO IN THE OFFICE AFTER THE AUDIT

- Make plans/work order for the crew.
- Order materials.

STEP 4: THINGS TO DO IN THE HOUSE WHEN YOU RETURN

- Fix barriers to weatherization if allowed.
- Install measures.
- Test out.
- Summarize for client.