



## **Home Energy Performance Audit Checklist for Homeowners**

### **In preparing for our site visit, please:**

- close and secure all windows and external doors
- know that we will be in every room and accessible area of the house; if there are things you don't want our staff to see, hide them BEFORE we get there
- secure all your valuables. Our staff is of the highest caliber of honesty and integrity, so we take protective steps like this to ensure no misunderstandings occur... ever.
- clean all fireplaces of ashes and close all dampers.

### **When we arrive we will want you:**

- to show us the exterior and interior of your home
- to review with us your home's energy usage history; we will need to see your past year's energy bills, electric as well as fuel bills (gas, propane, fuel oil) if applicable

### **You should know:**

- after our outside and inside tour with you we are then on our own
- some tests are quick, some take longer
- the blower door test is sometimes disturbing to pets and small children, the noise is not deafening but is loud and can be bothersome
- we try to "move along" during the Blower Door test, but it can take a while based on the size and complexity of your home; plan for 45 minutes to 1 hour, and we will always try to keep that test time to a minimum. We are not slow, but we are thorough.

### **Toward the end of our site visit:**

- we will want to review some of our findings with you
- we may request to show you in person some items in particular
- we may have some additional questions
- we will remind you our formal written report will take about two weeks to return to you.

### **Payment:**

An invoice will be provided to you upon our arrival, and we look for payment before the staff person leaves your home. Payment can be by check or credit card. If using a credit card for our services, we will collect the necessary information before leaving and will process that payment from our offices.