

Multifamily Energy Audit Scoring Tool

The following topic areas and key concept knowledge areas outline the technical content that is used to evaluate training programs that submit for recognition. The required scoring criteria are consistent with the most recent Department of Energy (DOE) led and industry-validated Jobs Task Analysis. The [Multifamily Energy Auditor Job/Task Analysis and Report](#) was developed by the National Renewable Energy Laboratory.

Domains	Tasks	Required or Recommended?
Customer relations and business development	Review the scope, process, and schedule with the property owner / tenant. Identify concerns and goals	Recommended
	Identify measures to help the property owner / tenant meet the objectives of the audit	Recommended
	Identify and communicate knowledge of local utility rebates, financing, or other relevant assistance programs	Recommended
	Have skills in listening, verbal and nonverbal communication	Recommended
	Have knowledge of climate and emissions, and comfort and health impacts of home energy use	Recommended
Determining Scope of Energy Assessment	Interview Client to Determine Objectives	Required
	Collect Scoping Data	Required
	Determine Feasibility of Audit Scope	Required
	Establish Scope of Services	Required
Preparing for Site Visit	Review Building Plans	Required
	Perform Utility Bill Analysis	Required
	Perform Site Visit Planning	Required
Assessing Heating and Cooling System	Identify Heating and Cooling Systems	Required
	Assess Heating and Cooling Distribution System	Required
	Assess Heating and Cooling Controls	Required
	Assess Heat-Related Health and Safety Conditions	Required
	Assess Cooling-Related Health and Safety Conditions	Required
	Conduct Heating and Cooling System Performance Evaluation	Required
	Review Heating and Cooling Operations and Maintenance Procedures	Required
Assessing Building Enclosure	Assess Wall Assembly	Required
	Assess Roof and Attic Assembly	Required
	Assess Window and Door Types	Required
	Assess Foundation and Floor System Condition	Required
	Test Envelope Infiltration	Required
	Evaluate Enclosure Health and Safety Conditions	Required
	Review Enclosure Operations and Maintenance Procedures	Required
Evaluating Lighting conditions	Identify Lighting System Types	Required
	Assess Lighting Controls	Required
	Conduct Lighting Performance Assessment	Required
	Evaluate Lighting Health and Safety Conditions	Required
	Review Lighting Operations and Maintenance Procedures	Required
Assessing Indoor Air Quality and Ventilation System	Assess Type of Ventilation System	Required
	Assess Ventilation Distribution System	Required
	Assess Ventilation Controls	Required
	Conduct Ventilation Performance Assessment	Required

Domains	Tasks	Required or Recommended?
	Evaluate Ventilation Requirements	Required
	Identify Potential Hazard Sources	Required
	Review Ventilation Operations and Maintenance Procedures	Required
Assessing Additional Loads and Sources	Identify Additional Loads	Required
	Identify Additional Water Loads	Required
	Conduct Performance Assessment for Additional Loads and Sources	Required
	Evaluate Health and Safety Conditions for Additional Loads and Sources	Required
	Assess Operations and Maintenance Procedures for Additional Loads and Sources	Required
Assessing Domestic Hot Water Systems	Identify Domestic Hot Water Systems	Required
	Assess Domestic Hot Water Distribution System(s)	Required
	Evaluate Health and Safety Conditions for Domestic Hot Water System	Required
	Conduct Domestic Hot Water System Performance Assessment	Required
	Measure Water Consumption	Required
	Review Domestic Hot Water Operations and Maintenance Procedures	Required
Developing an Energy Performance Plan	Generate List of Energy Conservation Measures	Required
	Generate List of Non-Energy Conservation Measures	Required
	Identify additional energy-related opportunities, including renewable energy generation	Recommended
	Identify opportunities for replacing fossil fuel combustion equipment with decarbonized equipment	Recommended
	Create Energy Performance Plan Report	Required
Performing Post-Audit Activities	Provide Owner Construction Assistance	Required
	Verification of Installed Measures	Required
	Complete Programmatic Documentation	Required
	Assist with Post-Retrofit Education	Required