



Document Checklist- Virtual Audits

High Priority Items

#	Priority	Section	Item	Format ¹
1	High	Overview data	<ul style="list-style-type: none">• Name of building & address• Building Type (e.g. office, retail, hotel, etc.)• Gross Floor Area (GFA)• Number of floors• Number of occupants (roughly)• Parking area (above/below ground)• Green certification (if any)	Text inputs
2	High	Construction	Architectural plan layouts (floor plans) & elevation drawings (showing the composition of the different façade or wall systems)	Dwg
3	High	Construction	Material properties of the façade and external wall systems showing the thickness, U-value, etc. data	Pdf
4	High	Lighting	Lighting layout plans	Dwg
5	High	HVAC	Plan layouts showing the mode of ventilation (AC, MV, NV) for various spaces	Pdf
6	High	HVAC (if central chillers used)	Drawings showing the schematic and layout of building cooling and mechanical ventilation system	Pdf
7	High	HVAC (if previously audited)	Latest chiller plant audit report e.g. OSE Report (if available)	Pdf
8	High	Operations	Monthly electricity bills with tariff mechanism - peak / odd peak, contracted / uncontracted capacity) for one year (or more if available)	Pdf
9	High	Operations	Daily/Weekly operating schedule details	Excel
10	High	Certification (if certified building)	Latest documents submitted for building certification e.g. GreenMark certification file (if available)	Pdf

¹ Format: indicates preferred format if available, if not, other document formats may also be acceptable



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Medium-Low Priority Items

#	Priority	Section	Item	Format
11	Medium	HVAC	Total building cooling load profile in a week	Excel
12	Medium	HVAC (water side)	Technical specification and performance data of water-side equipment (chillers, pumps, cooling towers, VSDs, boilers)	Pdf
13	Medium	HVAC (Air side)	Technical specification and performance data of Air0side equipment (AHU, FCU, VSD)	Pdf
14	Medium	Mechanical ventilation	Technical specification of MV equipment (MV fans)	Pdf
15	Medium	Lighting	Lighting schedules showing the floor area, number, and types of lighting luminaries	Excel
16	Medium	Lighting	Technical product information of lighting luminaries, drivers, and controls (if any)	Pdf
17	Medium	Lift / Escalator	Technical product information of lifts and escalators and their controls e.g. VVF (if any)	Pdf
18	Low	Operations	Electricity consumption profile at half hour interval for last 1 year (if available, for hourly calibration accuracy)	Excel
19	Low	Domestic water	Plumbing layout plan, domestic water pumps efficiency, boilers/heaters efficiency	Pdf
20	Low	Renewable Energy	Installed Capacity and Annual Generation (if available)	Pdf
21	Low	Energy efficient features	Heat recovery devices, sun pipes, light shelves, demand controlled using sensors (if any already implemented)	Pdf