

Location:

Building:

Attendees:

Note Taker:

Room:

Date and Time:

Doors

No	Interior/ Exterior	Draft (Y/N)	Seals	Skirt	Self-Closing	Material	Other Features	Quantity	Comment
1									
2									
3									

Lighting

No	Type	Power	Cleaness	Fixture Reflectivity	Auto Control	Quantity	Comment
1							
2							
3							
4							
5							

General Comments:

Windows

No	Panes (1/2)	Draft (Y/N)	Age (1-5)	Quality (1-5)	Shades (Y/N)	Size	Direction	Coating	Quantity	Comment
1										
2										
3										
4										

Radiator

No	On/Off	Settings (1-5/MAX)	TRV(Y/N)	Obstructed(Y/N)	Quantity	Comment
1						
2						

Pipes

No	Insulation	Length	Diameter	Pipe/Valve	Comment
1					
2					

Appliances

No	Item	Vendor	Model	Power	Operation Hours	Power Save Mode	Quantity	Comment
1								
2								
3								
4								
5								
6								
7								
8								

General Comments:

Additional
