Home Energy Audit Checklist: DIY Envelope and HVAC

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Property

AUDIT DATE

COMPLETED BY

PROPERTY ADDRESS

OCCUPANCY

HEATING SYSTEM

COOLING SYSTEM

WATER HEATER

DUCT LOCATION

WEATHER DURING THE WALK

☐ Owner or occupant present

Air leaks

Item	Done	Skip	N/A	Notes
Visual leak walk at windows, doors, outlets, baseboards, plumbing, and the attic hatch	☐	☐	☐	
Joints where materials meet: foundation to wall, chimney to siding, and similar seams	☐	☐	☐	
Paper or light test on exterior windows and doors	☐	☐	☐	
Weatherstripping and door sweeps intact, and doors close tightly	☐	☐	☐	
Foam gaskets behind exterior-wall outlets and switches	☐	☐	☐	
Smoke or damp-hand draft check with combustion appliances off	☐	☐	☐	
Fireplace damper closes, or an unused flue is sealed when cold	☐	☐	☐	
Plumbing, wiring, cable, and dryer or bath-fan penetrations sealed	☐	☐	☐	
Recessed lights and ceiling fixtures checked for gaps to the attic	☐	☐	☐	
Window or through-wall air conditioner sealed, covered, or removed in the off season	☐	☐	☐	

Attic

Item	Done	Skip	N/A	Notes
Attic entered or viewed from the hatch, or the reason you stayed out	☐	☐	☐	
Insulation present and looks even, with no large bare spots	☐	☐	☐	
Attic hatch or pull-down stairs insulated and weatherstripped	☐	☐	☐	
No wet, matted, or moldy insulation or framing	☐	☐	☐	
No vermiculite, or vermiculite noted and left undisturbed	☐	☐	☐	

Kitchen, bath, and dryer exhaust go outdoors, not into the attic	☐	☐	☐	
Large attic holes noted: chases, dropped soffits, kneewalls, wiring, plumbing, and the flue	☐	☐	☐	
Soffit or eave intake not buried under insulation	☐	☐	☐	

Ducts

Item	Done	Skip	N/A	Notes
Accessible ducts in attic, crawl, basement, or garage inspected	☐	☐	☐	
Joints sealed with mastic or foil tape, not cloth duct tape	☐	☐	☐	
Insulation on unconditioned-space ducts, not torn or missing	☐	☐	☐	
Register boots sealed where they meet the floor, wall, or ceiling	☐	☐	☐	
Flexible ducts not kinked, crushed, or sharply bent	☐	☐	☐	
Air coming from each supply register with the fan on	☐	☐	☐	
Return grilles open, and no obvious gaps at the air handler or filter slot	☐	☐	☐	

HVAC

Item	Done	Skip	N/A	Notes
Filter inspected this month and replaced if dirty	☐	☐	☐	
Supply and return registers not blocked by furniture or rugs	☐	☐	☐	
Outdoor condenser or heat-pump area clear of leaves, dirt, and debris	☐	☐	☐	
Programmable or smart thermostat installed and used for away and sleep setbacks	☐	☐	☐	
Heating system has a recent professional check, or one is scheduled for fall	☐	☐	☐	
Cooling system has a recent professional check, or one is scheduled for spring	☐	☐	☐	
Gas or oil appliances noted for a professional draft check if you plan major air sealing	☐	☐	☐	
Room air conditioner fits tightly, or is covered or removed in winter	☐	☐	☐	

Water heat

Item	Done	Skip	N/A	Notes
Water heater set to 120 F, or a hotter OEM or dishwasher exception noted	☐	☐	☐	
Storage tank not warm to the touch, or a wrap added only if the OEM allows it	☐	☐	☐	
Accessible hot-water pipes insulated	☐	☐	☐	
Any added insulation kept clear of the T&P valve, access panels, and flue	☐	☐	☐	
Hot-water faucets not dripping	☐	☐	☐	

Low-flow showerheads or faucet aerators in place, or listed as a next step	☐	☐	☐	
Approximate water-heater age and fuel noted if replacement is being considered	☐	☐	☐	

Lighting

Item	Done	Skip	N/A	Notes
Highest-use bulbs replaced with ENERGY STAR LEDs	☐	☐	☐	
Remaining incandescent or halogen bulbs listed for replacement	☐	☐	☐	
Lights off in unused rooms, or timers or occupancy sensors considered	☐	☐	☐	
Outdoor lights on a photocell, timer, or motion control so they stay off in daylight	☐	☐	☐	
Recessed cans that leak air listed for airtight or IC-rated upgrades	☐	☐	☐	

Appliances

Item	Done	Skip	N/A	Notes
Refrigerator door seals tight, and the unit is not crowded by a heat source	☐	☐	☐	
Second refrigerator or freezer necessity reviewed	☐	☐	☐	
Dishwasher run full, with air-dry if the cycle exists	☐	☐	☐	
Clothes washer run full, and cold water used when the load allows	☐	☐	☐	
Dryer lint trap cleaned, and the outdoor vent is not crushed	☐	☐	☐	
TVs, computers, and chargers on switched power strips, or unplugged when idle	☐	☐	☐	
ENERGY STAR or EnergyGuide noted on appliances that are near replacement	☐	☐	☐	

Findings and sign-off

PRIORITY FINDINGS

PLANNED NEXT STEPS

ACTION

SIGNATURE

TIME SIGNED

Reference only. Verify against local codes, a licensed inspector or a qualified contractor.