ENERGY AUDITOR DOCUMENT CHECKLIST

(Aligned to the 2026 Michigan Energy Audit Guide)

Client Name: _____ Audit No.: _____ empowOR: HHID-_____

TECHNICAL WEATHERIZATION DOCUMENTATION

- ☐ Client Plan of Action.
- ☐ DHS-4285, Lead Pamphlet Confirmation.
- ☐ DHS-552, Health & Safety Assessment.
- ☐ DHS-552A, Liability Release & Waiver of Claims.
- ☐ Radon Informed Consent Form.
- ☐ Uniform Data Collection Tool (UDCT) completion.
- ☐ Hazard Identification & Client Notification. *(if applicable)*
- ☐ Verification of installed CO Alarms *(if applicable)*

ENERGY AUDIT DOCUMENTATION

- ☐ WAweb audit input.
- ☐ WAweb input recommendations.
- ☐ Uniform Data Collection Tool *(commonly missed items below)*
  - ☐ ASHRAE tab.
  - ☐ Auditor CAZ results.
  - ☐ Blower door testing.
  - ☐ House drawing.
    - Label all shell components of the structure.
    - Label each room to match work order.
    - Include measurements for each room with accurate square footage calculations.
    - Label windows and doors on every exterior wall.
    - Clearly depict a thermal and pressure boundary throughout the drawing.
- ☐ Quality control checklist. (signed and dated)

PHOTO DOCUMENTATION

(include ventilation if applicable)

- ☐ Exterior. (all sides)
- ☐ Pre-existing damage.
- ☐ Foundation / basement.

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- ☐ Existing furnace / heating system(s) with data tag.
- ☐ Existing domestic water heater(s) (DWH) with data tag.
- ☐ Combustion appliance venting.
- ☐ Clothes dryer with venting.
- ☐ Existing refrigerator(s) with data tag.
- ☐ Attic space
  - Insulation.
  - Hazards.
  - Exhaust fan ducting.
- ☐ WRF and/or Deferral fund measures. (pre & post installation)
- ☐ Exhaust fans and/or controls.
- ☐ Anything out of the ordinary. (e.g. large attic bypasses, crawlspace clutter, etc.)
- ☐ Hazard identification photos. (e.g. Asbestos or any unsafe conditions.)

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Energy Auditor notes: