

**PRIMARY DATA REQUIRED FOR COMMERCIAL  
COMPLEX/OFFICE AUDIT**

Company's Details:	
Name of the organization:	
Unit location address:	
Tele/Fax/email:	
Operation Details:	
Main services\$:	
Designed Occupancy:	
Last Year Turn Over in INR:	

Power Tariff	
Power Tariff Code	
Average Power:	kWh/month
Average Bill Value:	Rs/month
Average Rate:	Rs/kWh

Gas Consumption Details	
Gas Consumption:	Sm <sup>3</sup> /month; Cylinders/month
Unit Rate:	Rs/Sm <sup>3</sup> ; Rs/Cylinders
Total Bill Value:	Rs/month

Water Consumption Details	
Water Consumption:	m <sup>3</sup> /month
Unit Rate:	Rs/m <sup>3</sup>
Total Bill Value:	Rs/month

Electrical Details	
Incoming Power at Volts:	
Incoming Transformers:	HT (Volts): _____ LT (Volts): _____
Transformer Capacity:	KVA
Transformer Losses:	No Load Loss: ____ kW; Full Load Loss: ____ kW
Transformer Operation	Hours/day

Building Occupancy Details	
Office Timings:	From: _____ Hours To: _____ Hours
Weekly off Day	
Nos of Person Working:	
Working days per year:	

**Please send last one year monthly power bill and fuel consumption details.**

Sr	Energy gadget	Capacity	UOM	Type	Make/model	kWh/unit	Total Nos of units	Running hrs per day	Cons per year
1	Voltage stabilizer								
2	Capacitors								
3	DG sets								
4	UPS								
5	Ceiling Fans								
6	Fan regulators								
7	Table fans								
8	Pedestal Fans								
9	Blowers for AHU								
10	Pumps for AHU								
11	Fridge								
12	Water coolers								
13	Desert coolers								
14	AC								
15	Microwave								
16	Gas stove								
17	Hot plate								
18	Heaters								
19	Geysers								

20	Computers								
21	Lap tops								
22	Printers								
23	Zerox								
24	Lighting								
	Tubes								
	CFL								
	SON								
	HPMV								
	Bulbs								
	LED								
	Others								
25	Chokes								
	Tubes								
	CFL								
	SON								
	HPMV								
	Others								

Any other energy consuming gadget? Please mention separately  
Provide Electrical, Water, Gas Bill copy

**Complied by:**

**Signature, Name & Designation**

**Date:** \_\_\_\_\_