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| ***Instructions to complete the template for your Energy Study Report***  *All grey italic text with borders are instructions to help you prepare the required BEST Practice for your building.*   1. *Replace all* [blue text in brackets] *in the document with building specific information.* 2. *Where required, complete the necessary tasks, or engage a third-party consultant to complete the tasks so that you are able to fill the relevant sections of the template with building specific information.* 3. *Delete all grey italic text when you have filled all relevant sections with building specific information.* 4. *Complete the Checklist below to confirm your Energy Study Report meets the BEST Practice requirements.* |

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| ***Checklist***  *The Energy Study Report (prepared during the design of the building) must contain the following elements:*  *Simulated energy consumption for different design scenarios considered.*  *Identify which options were chosen for the actual construction.*  *Demonstrate that these energy-reduction features were incorporated into the building.* |

**ENERGY STUDY REPORT**

[Insert Building Name and / or Address]

[Insert Name of Organization]

[insert Building Description – number of floors, tenants, parking spaces (underground or surface) and other distinguishing features]

[Insert year building construction was completed]

[Insert date of Energy Study Report]

# Executive Summary

[Insert Key Findings]

Refer to the attached **Appendix** for Energy Study Report completed by [Insert Name and Organization of person who completed the Energy Study Report prepared during the design of the building].

*Summarize the key findings or pertinent points from the Energy Study Report, such as the total amount of energy estimated to be consumed by the building per year, compared to the building’s actual annual energy use.*

*(If available) Describe the design scenarios considered and the design selected for construction.*

*Describe the energy reduction features that were incorporated into the building.*

Appendix: Energy Study Report

*Attach the Energy Study Report completed by the third-party consultant who prepared it during the design of the building.*