

# Daily Energy Consumption Report

Report Date:

Facility/Location:

Prepared By:

Department:

## Energy Consumption Details

Time Period	Equipment/Area	Type of Energy	Meter Reading (Start)	Meter Reading (End)	Total Consumption (kWh/Litre/Unit)	Remarks

Total Consumption:

Verified By:

## Important Notes

- Ensure all meter readings are recorded accurately and at scheduled times.
- Verify totals and calculations to avoid reporting errors.
- Record any anomalies, outages, or maintenance events in the remarks section.
- This report aids in energy management and helps identify potential savings.
- File and store completed reports for future reference and audits.