



Power Audit Readiness Checklist

Your Professional Guide to Emergency Power & HVAC Contingency Planning

Built for Facility Managers, Operations Directors, Business Owners, and Emergency Planners

☒ Step 1: Identify and Prioritize Critical Systems

Before sizing a generator or HVAC unit, you must determine exactly what needs to stay operational during an emergency.

- ☐ Have I listed all mission-critical systems? (e.g., lighting, fire suppression, data servers, refrigeration, security, production lines)
- ☐ Have I distinguished between essential loads and comfort/convenience systems?
- ☐ Do I understand which systems have regulatory or life-safety implications (e.g., NFPA 110 for hospitals)?
- ☐ Have I involved stakeholders from IT, safety, operations, and finance to verify priority systems?

Pro Tip: Create a tiered list: Tier 1 (must run), Tier 2 (preferred), Tier 3 (non-essential). This helps right-size rental solutions and avoid wasted capacity.

☒ Step 2: Understand Total Load Requirements

Sizing temporary power isn't about averages—it's about your peak worst-case scenario.

- ☐ Have I pulled 12–24 months of electricity bills to analyze kW peaks and seasonal variation?
- ☐ Have I consulted my electrician to document startup (inrush) loads of key systems like motors, compressors, and elevators?
- ☐ Have I calculated the total kW/kVA needed to sustain critical loads without overload?
- ☐ Have I considered future expansions, new systems, or additional load projections?

Pro Tip: Over-sizing by 10–20% offers flexibility, but over-estimating by more can lead to higher rental costs and inefficiencies.

☒ Step 3: Clarify HVAC Contingency Requirements

Failure in climate control isn't just uncomfortable—it can ruin product integrity, violate compliance, and halt operations.

- ☐ Do I operate in a temperature-sensitive environment (e.g., food storage, pharma, IT/data, clean rooms)?
- ☐ Have I documented acceptable temperature and humidity ranges for each critical zone?
- ☐ Do I know the BTU/hr or tonnage required to sustain minimum operating conditions?
- ☐ Have I identified ventilation and dehumidification needs in addition to heating/cooling?

Pro Tip: Don't forget indirect effects: cooling for people may also protect sensitive machines or reduce fire risks.

☒ Step 4: Evaluate Existing Equipment & Partner Readiness

Many facilities assume their backup systems are ready—until they fail under pressure.

- ☐ Do I have permanent backup power/HVAC on site? If so, when was it last tested under load?
- ☐ Is my provider a true contingency partner with guaranteed mobilization windows?
- ☐ Have I confirmed my rental provider owns and maintains the equipment (not subleased)?
- ☐ Do I have a written service-level agreement (SLA) that specifies response times, replacement policies, and technician access?

Pro Tip: A partner who owns their equipment and provides in-house service techs = faster response and higher reliability.

Step 5: Prepare for Real-World Deployment

Emergencies introduce friction. Your plan must account for logistics, timing, and real-life access barriers.

- ☐ Do I know my required power/HVAC response time? (*e.g., under 3 hours, within 24 hours*)
- ☐ Have I coordinated equipment access points, crane/lift needs, and fuel delivery pathways?
- ☐ Do I have pre-cleared permits for temporary setups (especially for large generators, chillers, ducting)?
- ☐ Have I walked through delivery paths to ensure nothing is obstructed or off-limits during a crisis?

Pro Tip: Make friends with your local fire marshal, landlord, and utility company *before* the outage. You'll need their help.

Step 6: Document and Review Regularly

Your plan is only as strong as its last update.

- ☐ Do I have a documented power audit or contingency plan on file? (Include load profiles, contact info, SLAs, maps)
- ☐ Have I updated my plan in the last 12 months or after major site changes?
- ☐ Have I trained relevant staff on emergency protocols, equipment basics, and escalation procedures?
- ☐ Do I have a copy stored in both physical and cloud formats (accessible without power)?

Pro Tip: Add your rental partner to your emergency contact list, and run a dry run or tabletop test quarterly.

Still Have Gaps?

Print this checklist. Walk your site. And consult with a trusted contingency equipment provider to help fill in the blanks with professional insight, rental strategies, and response plans tailored to your facility.

Preparedness is not a purchase—it's a process. Start yours today.