

- Are energy efficient heating and air conditioning thermostat set points maintained throughout your facility (70°F heating, 76°F cooling)?**
- Are thermostats regularly calibrated?
- Are thermostats tamper-proof?
- Are thermostats properly located to provide balanced space conditioning?
- Are safety rules enforced to prohibit the use of personal heating and cooling devices?
- Are air conditioning or heating controls setback when weather conditions permit?
- Are air conditioning or heating controls set back when facility is not occupied?**
- Are off-hour meetings scheduled in locations that do not require HVAC in the entire facility?
- Is housekeeping scheduled to minimize the use of space conditioning?
- Are air filters inspected on a regular basis and cleaned or replaced when necessary?
- Are surfaces on cooling coils, heat exchangers and condensing units regularly cleaned?
- Are exhaust fans turned off along with the HVAC systems when a space is unoccupied?
- Has supply air from air-handling units been adjusted to match the volume of space conditioning requirements?

- Has direct conditioning of unoccupied areas (corridors, stairwells, storage rooms, etc.) been minimized by turning off fan coil units and unit heaters, and by closing supply air diffusers?
- Are outside air dampers controlled to close when conditioned space is unoccupied?
- If economizers are present in your HVAC systems, are they modulated to take advantage of free cooling when outside temperature is below 65°F?
- If you use cooling towers, have water meters been installed to record makeup water usage (losses due to blow-down, evaporation and drift) that should result in sewer charge credits?



BUILDING ENVELOPE

- Is weather stripping on windows and doors well-maintained?
- Are blinds and shades adjusted to take advantage of daylight and to utilize or avoid the impact of solar heating?
- Have thermal windows been installed to minimize heat and cooling losses?
- Are operable windows opened for ventilation during mild weather conditions?
- Are window air conditioners covered during the heating season?
- Can the insulation of a building be improved, particularly in the roof area?
- Are light-colored, reflective roofing materials specified?
- Have you considered flexible windbreaks and interior doors for loading area.