

ENERGY AUDIT CHECKLIST:

Building Number: _____

Energy Monitor: _____

Code/Shop: _____

Telephone: _____

Responsible for what percentage of the building: _____

Indicate use or primary function within the building:

Date this check point list was last revised: _____

LIGHTING

ITEM	CHECK POINT DESCRIPTION	YES	NO	CORRECTIVE ACTION
1	Is lighting only used when needed?			
2	Is lighting only used when needed?			
3	Do janitorial services use only lights actually needed for cleaning?			
4	Have all areas been evaluated for lighting fixture deactivation?			
5	Have lighting levels been evaluated to ensure Navy standards are met?			
6	Is lighting on backshifts and weekends used only when needed and have personnel been instructed on the use of this lighting?			
7	Is lighting on backshifts and weekends used only when needed and have personnel been instructed on the use of this lighting?			
8	If not 70%, what %? What percent of lights are being shut off on swing shift % and grave shift %?			

HEATING / COOLING

ITEM	CHECK POINT DISCRIPTON	YES	NO	CORRECTIVE ACTION
9	If heating control is accomplished from the central computer, does the computer schedule match your occupancy schedule?			
10	Are thermostats tamper-proof so set-points are not easily changed?			
11	Are heating thermostat set-points set to maintain 70° F or lower?			
12	Is air conditioning (A/C) set for 78° F and shutdown during unoccupied hours?			
13	Has each A/C system been approved by installation code for use in the building?			
14	Has the use of portable electric space heater been approved by installation code?			
15	Are there exterior steam losses?			
16	Are steam heating supply lines manually secured during the summer?			
17	Are steam and hot water piping insulated (interior and exterior piping)? Inspection should include identifying damaged insulation.			
18	In air conditioned spaces, are the doors and windows closed when the A/C is on?			
19	Are the exhaust ventilation systems only run when needed?			
20	Are restroom exhaust fans shut off during unoccupied hours?			
21	Are doors and windows kept closed during winter?			
22	Is weatherstripping found to be adequate?			
23	Are manually operated roof relief dampers closed during heating season?			

MISCELLANEOUS

ITEM	CHECK POINT DESCRIPTION	YES	NO	CORRECTIVE ACTION
24	Is domestic hot water at the lowest possible set-point (105° F)?			
25	Have kitchen personnel been instructed on efficient use of equipment?			
26	Are there any leaking faucets?			
27	Are process tank temperatures reduced during periods of non-use?			
28	Are compressed air leaks kept to a minimum? Hand tools and hoses should be disconnected during periods of non-use?			
29	Are paint drying operations used effectively?			
30	Is welding & associated equipment shutoff when not needed?			
31	Do you receive utility usage and cost reports for your building? Do you manage to that data?			
32	Does this check point list accurately summarize all energy used within your facility?			
33	Are Energy Awareness materials displayed throughout the building?			
34	Are microcomputers, copy machines, etc. being shut off at the end of the work day?			

COMMENTS:

ENERGY MONITOR SIGNATURE: _____
 SUPERVISOR SIGNATURE: _____

DATE: _____
 DATE: _____