



Energy efficiency checklist for business

Business Name _____ Date _____ Time _____

Section	Location or System *	Appropriate location (to turn off) or setback? Y/N	Turned Off Yes/No	Raised or modify settings Yes/No	Old Temperature/ Control Setting	New Temperature/ Control Setting	AC Fan setting changed from On to Auto Y/N	Comments
Section 1 HVAC Systems - Unoccupied or underutilized areas	Thermostat Unit 1							
	Thermostat Unit 2							
	Thermostat Unit 3							
	Thermostat Unit 4							
	Shades and Blinds							
Section 2 Ventilation Systems **	Outside Air Systems and Dampers Unit 1 ***							
	Outside Air Systems and Dampers Unit 2 ***							
	Outside Air Systems and Dampers Unit 3 ***							
	Outside Air Systems and Dampers Unit 4 ***							
Section 3 Exhaust Systems **	Restrooms							
	Kitchens							
	Other Building Exhaust Systems							
Section 4 Plug Loads	Small Appliances							
	Water Coolers							
	Water Heater(s)							
	Office Equipment (Computers, Printers, Copiers)							
Section 5 Pumps and Motors	Swimming Pools **							
	Fountains							
	Domestic Hot Water Circulation Pumps							
	Pool Heaters							
	Irrigation Pumps							
	Ceiling Fans							
Section 6 Refrigeration	Refrigeration/Freezer/Vending Unit 1							
	Refrigeration/Freezer/Vending Unit 2							
	Refrigeration/Freezer/Vending Unit 3							
	Refrigeration/Freezer/Vending Unit 4							
	Refrigeration/Freezer/Vending Unit 5							
	Refrigerator(s)							
	Walk-in Cooler/Freezer							
	Ice Machines							
Section 7 Lighting	Offices, meeting rooms, break rooms, etc.							
	Restrooms							
	Halls, Lobbies and Foyers							
	Dining areas							
	Decorative Lighting - Interior							
	Decorative Lighting - Exterior (Landscape, Eaves, Soffits and Walls)							
	Parking lots and Garages							

*Keep in mind that raising settings may not be appropriate for all applications (for example candy stores, libraries, museums, art works and any location that is temperature or humidity sensitive)

**As always, check local codes for allowable minimums

***Coordinate with your HVAC service provider, controls subcontractor, building operator or energy management company, all with the specific goal of SAVING ENERGY