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| **Building Energy Manager (BEM) Checklist** | | | | | |
| **BUILDING # BEM NAME: DATE** | | | | | |
| **BEM E-MAIL: BEM PHONE NUMBER(S):** | | | | | |
| **Assessment Areas** | **Y** | **N\*** | **NA** | **CORRECTIVE ACTION\*\*** | **Location and Comment** |
| **HEATING AND COOLING** |  |  |  |  |  |
| 1. Are unused areas and rooms closed off? |  |  |  |  |  |
| 2. Are air conditioners turned off after normal hours? |  |  |  |  |  |
| 3. Are air conditioning or heating vents unobstructed? |  |  |  |  |  |
| 4. Are exterior doors closed? |  |  |  |  |  |
| 5. Are windows closed? |  |  |  |  |  |
| 6. Are radiators off in stairwells and vestibules? |  |  |  |  |  |
| 7. Are window air conditioners covered during the heating season? |  |  |  |  |  |
| 8. Are plants and foliage distanced from air intakes and exhausts? |  |  |  |  |  |
| 9. Is the thermostat undamaged, properly set, and calibrated? |  |  |  |  |  |
| 11. Are radiators clean? |  |  |  |  |  |
| 12. Are air filters clean? |  |  |  |  |  |
| 13. Are pipes in good condition (no visible steam leaks)? |  |  |  |  |  |
| 14. Are pipes fully insulated? |  |  |  |  |  |
| **BUILDING** |  |  |  |  |  |
| 1. Are windows/doors in good shape (not broken)? |  |  |  |  |  |
| 2. Is exterior door aligned? |  |  |  |  |  |
| 3. Is caulking around windows, doors and exterior joints smooth (not cracked)? |  |  |  |  |  |
| 4. Is there functioning weather stripping around windows and doors? (Tight building envelope) |  |  |  |  |  |
| 5. Do windows have shades/curtains? |  |  |  |  |  |
| 6. Does outside air intake damper close tight? |  |  |  |  |  |
| 7. Do exhaust air outlet(s) have damper(s)? |  |  |  |  |  |
| 8. Are there any roof leaks? |  |  |  |  |  |
| **LIGHTING** |  |  |  |  |  |
| 1. Are lights turned off in unoccupied areas and occupancy sensors used where possible? |  |  |  |  |  |
| 2. Are lights turned off when daylight provides sufficient lighting? |  |  |  |  |  |
| 3. Are exterior lights turned off during the day? |  |  |  |  |  |
| 4. Is task lighting optimized to avoid unnecessary overall room illumination? |  |  |  |  |  |
| 5. Have unnecessary lights been removed (i.e., over stacks of supplies or equipment)? |  |  |  |  |  |
| 6. Are walls and/or windows clean? |  |  |  |  |  |
| **OTHER ELECTRICAL** |  |  |  |  |  |
| 1. Is equipment turned off when not in use? |  |  |  |  |  |
| 2. Are personal heaters, coffee pots, refrigerators and other personal appliances eliminated? |  |  |  |  |  |
| 3. Are vending machines turned off during the weekend (where food spoilage is not a problem)? |  |  |  |  |  |
| 4. Are vending machines delamped (bulbs removed)? |  |  |  |  |  |
| 5. Are non-critical electrical equipment and major appliances turned off during peak demand hours (i.e., cell-phone chargers, computers not in use, |  |  |  |  |  |
| **WATER** |  |  |  |  |  |
| 1. Are faucets in repair (no leaks)? |  |  |  |  |  |
| 2. Is hot water pipe insulation in good condition? |  |  |  |  |  |
| 3. Is the hot water outlet temperature set correctly? |  |  |  |  |  |
| 4. Is hot water delivered only to critical areas? |  |  |  |  |  |
| 5. Are pipes in operational order (no steam/water leaks)? |  |  |  |  |  |
| 6. Is domestic hot water only circulated during occupied hours? |  |  |  |  |  |
| 7. Is the hot water tank insulation in good condition? |  |  |  |  |  |
| 8. Are dish washers and clothes washers run with full loads only? |  |  |  |  |  |
| 9. Are toilets in working order (i.e., no leaking)? |  |  |  |  |  |
| 10. Do showers have low-flow shower-heads? |  |  |  |  |  |
| 11. Do faucets have aeration devices installed? |  |  |  |  |  |
|  | | | | | |
| **\*Describe any negative findings ("NO's") in the Comments Column** | | | | | |
| **\*\*Corrective Action Code:** | | | | | |
| **1 - Building Energy Monitor (BEM) submits a work order; 2- BEM takes corrective action (Explain in Location/Comment Column); 3 - BEM contacts Energy Team/Energy Manager to take action** | | | | | |
| **ENERGY MANAGER NAME: Matthew Lowlavar** | **ENERGY MANAGER E-MAIL** | | | | **ENERGY MANAGER PHONE NUMBERS: 334-255-2034** |

**APPENDIX B: Building Walk Through Checklist:**