



# 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   |  |                   |                                  |                                  |                                  |  |          |
| Section 6 Refrigeration                                    | Ceiling Fans   |  |                   |                                  |                                  |                                  |  |          |
|  | 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   |  |                   |                                  |                                  |                                  |  |          |
| Section 7 Lighting   | Ice Machines   |  |                   |                                  |                                  |                                  |  |          |
|  | 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