

# Expanded In-House Energy/Environmental Audit Checklist

(See Energy/Environmental Resources for more information)



**Church/Spiritual Center** \_\_\_\_\_  
**Address** \_\_\_\_\_  
**Address** \_\_\_\_\_  
**Date** \_\_\_\_\_  
**Inspector(s)** \_\_\_\_\_  
**Phone No.** \_\_\_\_\_  
**Email Address:** \_\_\_\_\_  
**Date** \_\_\_\_\_

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## I CURRENT UTILITY USAGE

Is the church building: Owned / Rented \_\_\_\_\_  
Estimated Square footage: \_\_\_\_\_ Solar panels? Yes/No \_\_\_\_\_

Past 12 months Electric usage:

Jan \_\_\_\_\_ Feb \_\_\_\_\_ Mar \_\_\_\_\_ Apr \_\_\_\_\_ May \_\_\_\_\_ June \_\_\_\_\_  
Jul \_\_\_\_\_ Aug \_\_\_\_\_ Sept \_\_\_\_\_ Oct \_\_\_\_\_ Nov \_\_\_\_\_ Dec \_\_\_\_\_

Past 12 months Gas usage:

Jan \_\_\_\_\_ Feb \_\_\_\_\_ Mar \_\_\_\_\_ Apr \_\_\_\_\_ May \_\_\_\_\_ June \_\_\_\_\_  
Jul \_\_\_\_\_ Aug \_\_\_\_\_ Sept \_\_\_\_\_ Oct \_\_\_\_\_ Nov \_\_\_\_\_ Dec \_\_\_\_\_

Past 12 months Water usage:

Jan \_\_\_\_\_ Feb \_\_\_\_\_ Mar \_\_\_\_\_ Apr \_\_\_\_\_ May \_\_\_\_\_ June \_\_\_\_\_  
Jul \_\_\_\_\_ Aug \_\_\_\_\_ Sept \_\_\_\_\_ Oct \_\_\_\_\_ Nov \_\_\_\_\_ Dec \_\_\_\_\_

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Other \_\_\_\_\_ usage: Jan \_\_\_\_\_ Feb \_\_\_\_\_ Mar \_\_\_\_\_ Apr \_\_\_\_\_ May \_\_\_\_\_  
June \_\_\_\_\_ Jul \_\_\_\_\_ Aug \_\_\_\_\_ Sept \_\_\_\_\_ Oct \_\_\_\_\_ Nov \_\_\_\_\_ Dec \_\_\_\_\_

TOTAL Annual cost: Electric \_\_\_\_\_ Water \_\_\_\_\_ Gas \_\_\_\_\_

## II. BUILDING

### 1. Commercial & Industrial Transformers

Number \_\_\_\_\_  
Type \_\_\_\_\_

### 2. Windows, Doors, and Skylights

Single or double pane windows and doors? \_\_\_\_\_  
Clear or tinted glass coatings? \_\_\_\_\_  
Thickness of air space \_\_\_\_\_  
Low e-coatings? \_\_\_\_\_  
Edge Savers? \_\_\_\_\_  
Multiple layers of glazing \_\_\_\_\_

### 3. Roof

Type \_\_\_\_\_  
Brand name \_\_\_\_\_  
Estimated life \_\_\_\_\_  
Age \_\_\_\_\_

### 4. Insulation

Ceiling/attic insulation type \_\_\_\_\_  
Ceiling/attic insulation "R" factor \_\_\_\_\_  
Wall insulation type \_\_\_\_\_  
  
Wall insulation "R" factor \_\_\_\_\_  
Basement walls insulated? \_\_\_\_\_

### 5. Weather Stripping, Caulking, Sealing

Doors \_\_\_\_\_  
Windows \_\_\_\_\_  
Baseboards \_\_\_\_\_  
Attic latches \_\_\_\_\_  
Electrical outlets/switches \_\_\_\_\_

### 6. Ductwork

Type \_\_\_\_\_  
Airtight? \_\_\_\_\_  
Sized? \_\_\_\_\_  
Sealed \_\_\_\_\_

### 7. AC filters

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Cleaning/replacement schedule? \_\_\_\_\_

## III GROUNDS

New plantings policy/procedures \_\_\_\_\_

Native or other low-water plants considered for landscaping? \_\_\_\_\_

Mowing schedule (time of day) \_\_\_\_\_

Grass cuttings/leaves recycled/composted? \_\_\_\_\_

Use of gas-powered mowers \_\_\_\_\_

New tree planting policy \_\_\_\_\_

Watering schedule (time of day) \_\_\_\_\_

Rainwater harvested? \_\_\_\_\_

Greywater irrigation used? \_\_\_\_\_

## IV. LIGHTING

### 1. Interior

Ballast sizes \_\_\_\_\_

Light bulb type(s) \_\_\_\_\_

Wattage/lumens \_\_\_\_\_

Color rendering index \_\_\_\_\_

Color temperature \_\_\_\_\_

Motion detectors \_\_\_\_\_

Exit signs (type) \_\_\_\_\_

Lens maintenance \_\_\_\_\_

Unnecessary lights? \_\_\_\_\_

Exit signs (type of bulbs) \_\_\_\_\_

Light levels \_\_\_\_\_

### 2. Exterior

Lighting (type) \_\_\_\_\_

Timers or photocells \_\_\_\_\_

## V. WATER USE and WATER HEATING

### 1. Hot Water System Operation & Maintenance Schedule

DHW tank/distribution pipes—inventory of sizes & lengths of insulation maintained \_\_\_\_\_

Insulation for DHW application \_\_\_\_\_

Insulation on tank/piping \_\_\_\_\_

Water temperature level \_\_\_\_\_

Inspections for leaks \_\_\_\_\_

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DHW pipes insulated? \_\_\_\_\_  
DHW turned off to areas not  
needing hot water? \_\_\_\_\_  
Water pressure \_\_\_\_\_

## 2. Flush Tank/Type Water Heaters

Burners cleaned/adjusted on gas &  
oil water heaters \_\_\_\_\_  
Electrodes checked on electric water  
heaters \_\_\_\_\_

## 3. Waterclosets

Type of system \_\_\_\_\_  
Inspections for leaks \_\_\_\_\_  
  
Water budget? \_\_\_\_\_

## 4. Showerheads & Faucet Diffusers

Low flow fixtures? \_\_\_\_\_

# VI. HEATING, VENTILIZATION, AIR CONDITIONING (HVAC)

## 1. Heating

Temperature setting \_\_\_\_\_  
Temperature set back when building  
is unoccupied? \_\_\_\_\_  
Pilot light shut off during summer? \_\_\_\_\_  
Fans to "auto" rather than "fan"? \_\_\_\_\_  
Evaporator coils cleaning schedule \_\_\_\_\_  
Filter cleaning/changing schedule \_\_\_\_\_  
Condenser rods cleaning schedule \_\_\_\_\_  
Equipment inspections \_\_\_\_\_  
Equipment lubrication schedule \_\_\_\_\_

## 2. Boilers

Water level inspection schedule \_\_\_\_\_  
Water quality inspection schedule \_\_\_\_\_  
Burner adjustment/cleaning schedule \_\_\_\_\_  
Make-up water record maintained  
daily? \_\_\_\_\_  
Oil tank level inspection schedule \_\_\_\_\_  
Temperature level \_\_\_\_\_  
Daily water temperature checked? \_\_\_\_\_  
Gauge plates cleaning schedule \_\_\_\_\_  
Central settings check schedule \_\_\_\_\_  
Oil filters cleaning schedule \_\_\_\_\_

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Schedule to check for leaks in system components (pipes, steam traps, and couplings). \_\_\_\_\_

### 3. General

Heating system efficiency check schedule \_\_\_\_\_

Radiators, convectors, air intakes, and air diffusers unobstructed? \_\_\_\_\_

Fans and equipment unobstructed? \_\_\_\_\_

Install Energy Recovery Ventilator (EVR)? \_\_\_\_\_

### 4. Air Conditioning

Name \_\_\_\_\_

Type \_\_\_\_\_

Age \_\_\_\_\_

Temperature setting \_\_\_\_\_

Coolant maintenance schedule \_\_\_\_\_

Typical hours of operation \_\_\_\_\_

Ductwork sealing inspection schedule \_\_\_\_\_

Condensation inspection schedule \_\_\_\_\_

Seer level \_\_\_\_\_

Seasonal maintenance schedule \_\_\_\_\_

Humidifiers \_\_\_\_\_

Space cooling units \_\_\_\_\_

Fan direction changed to push warm air down in winter? \_\_\_\_\_

Programmable thermostat? \_\_\_\_\_

## VII. OPERATIONS AND MAINTENANCE

### 1. Doors & Windows

Doors/windows leak & inspection schedule \_\_\_\_\_

Repair/replace door sweeps? \_\_\_\_\_

Repair/replace door closers? \_\_\_\_\_

Repair/replace window gaskets? \_\_\_\_\_

### 2. Light Bulbs/Fixtures

Cleaning schedule \_\_\_\_\_

Lights and equipment turned off when not in use? \_\_\_\_\_

### 3. Composting

Organic kitchen waste composted? \_\_\_\_\_

### 4. Water

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Tap water shut off whenever possible? \_\_\_\_\_

**5. Filters**

Maintenance schedule (vacuum/wash/  
replace air handler filters) \_\_\_\_\_

**6. Equipment**

Belts inspection schedule \_\_\_\_\_

**7. Roofs**

Exhaust registers on rooftop equipment  
cleaning schedule \_\_\_\_\_

**8. Paint**

Brand \_\_\_\_\_

VOC level \_\_\_\_\_

Low VOC paints considered? \_\_\_\_\_

**9. Cleaning Supplies**

Purchasing procedure \_\_\_\_\_

Low-tox/no-tox products \_\_\_\_\_

## VIII. BUSINESS OPERATIONS

**1. Computers**

Name \_\_\_\_\_

Model \_\_\_\_\_

Number \_\_\_\_\_

Age \_\_\_\_\_

Energy Star rated? \_\_\_\_\_

Energy-Save Option disabled? \_\_\_\_\_

Right sized monitor for needs? \_\_\_\_\_

**2. Printers**

Name \_\_\_\_\_

Model \_\_\_\_\_

Number of printers \_\_\_\_\_

Age \_\_\_\_\_

Automatically switch to standby when  
not in use? \_\_\_\_\_

Prints 2-sided copies? \_\_\_\_\_

Energy Star rated? \_\_\_\_\_

**3. Fax Machines**

Name \_\_\_\_\_

Model \_\_\_\_\_

Age \_\_\_\_\_

Energy Star rated? \_\_\_\_\_

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- 4. Scanners**  
Name \_\_\_\_\_  
Model \_\_\_\_\_  
Age \_\_\_\_\_  
Energy Star rated? \_\_\_\_\_
- 5. Copiers**  
Name \_\_\_\_\_  
Model \_\_\_\_\_  
Number \_\_\_\_\_  
Age \_\_\_\_\_  
Makes two-sided copies? \_\_\_\_\_  
Reduces copy size \_\_\_\_\_  
Standby feature? \_\_\_\_\_  
Energy Star rated? \_\_\_\_\_
- 6. Multifunction Devices**  
Name \_\_\_\_\_  
Model \_\_\_\_\_  
Number \_\_\_\_\_  
Age \_\_\_\_\_  
Energy Star rated? \_\_\_\_\_
- 7. Refrigerators**  
Name \_\_\_\_\_  
Age \_\_\_\_\_  
Efficiency rating \_\_\_\_\_
- 8. Range/Ovens**  
Name \_\_\_\_\_  
Age \_\_\_\_\_  
Efficiency rating \_\_\_\_\_
- 9. Dishwashers**  
Name \_\_\_\_\_  
Age \_\_\_\_\_  
Efficiency rating \_\_\_\_\_  
Heat-dry, rinse-hold, pre-rinse features used? \_\_\_\_\_  
Energy Star rated? \_\_\_\_\_
- 10. Recycling**  
Office paper \_\_\_\_\_  
Newspapers \_\_\_\_\_  
Magazines \_\_\_\_\_  
Plastic \_\_\_\_\_  
Aluminum \_\_\_\_\_  
Cardboard \_\_\_\_\_  
Toner cartridges \_\_\_\_\_

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- 11. Waste Minimization**  
Original or recycled paper \_\_\_\_\_  
Type of coffee cups used \_\_\_\_\_
- 12. Energy Efficiency**  
Refrigerated goods combined? \_\_\_\_\_  
Unneeded appliances disconnected? \_\_\_\_\_
- 13. Operations**  
Purchasing procedures \_\_\_\_\_  
Primary factor in purchasing decisions \_\_\_\_\_  
Bills & savings tracked? \_\_\_\_\_

### Summary of Changes Implemented:

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