

Expanded In-House Energy/Environmental Audit Checklist

(See Energy/Environmental Resources for more information)

Church/Spiritual Center



Address

Inspector(s)

Phone No.

Email Address:

Date

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- VII. OPERATIONS and MAINTENANCE**
- VIII. BUSINESS OPERATIONS**

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 _____

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7. **AC filters**
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 _____

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- Inspections for leaks _____
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:
