

Energy Savings Checklist



Use the list below of potential opportunities to help you understand how you may be able to save energy in your business:

Lighting	Opportunity? (Y/N)
Are exterior lights turned off in the daytime?	
Are interior lights turned off when people leave the space?	
Are lights turned off in empty spaces? (ex: storage rooms)	
Are interior lights turned off when the sun shines in?	
Is task/partial lighting used where appropriate? (i.e. using desktop lighting instead of overhead where possible)	

Heating Ventilation and Cooling (HVAC) Systems	Opportunity? (Y/N)
Are space temperatures set to reasonable levels? (~21°C for heating and ~24 °C for cooling)	
Are space temperatures reduced after hours in winter? (automatic) or (manual)	
Are space temperatures adjusted over weekends and holidays?	
Are filters replaced regularly? (furnace, AC, heat pump)	
Do heating/cooling coils appear clean?	
Are supply air vents clear of obstructions?	
Are window-mounted units well-insulated or removed in winter?	
Are outdoor condensing units free from obstructions and snow buildup?	
Is ceiling fan direction adjusted seasonally? (CCW for downdraft - cooling, CW for updraft - heating)	
Do staff use heaters in winter or fans in summer to maintain personal temperature comfort?	

Building Envelope	Opportunity? (Y/N)
Are windows and doors routinely closed when heating or cooling systems are on?	
Are window shades (blinds) used to minimize heat gain in the summer?	

Water Heating	Opportunity? (Y/N)
Are water heater temperature setpoints appropriate? (typically 50-60°C for domestic use)	
Is hot water used excessively? (ex. laundry always run in hot water, tank often depleted)	

Motors, Pumps and Fans	Opportunity? (Y/N)
Is equipment left running or idling when it's not needed?	

Refrigeration	Opportunity? (Y/N)
Are temperatures set appropriately? (2°C to 4°C for fridge, -20°C to -18°C for freezer)	
Do the cooling coils appear clean?	
Can refrigeration space be consolidated so that a unit may be turned off?	
Do freezers have frost buildup?	
Are lights routinely turned off in walk-in refrigeration spaces?	
Are doors of refrigeration spaces routinely closed?	

Plug Loads and Office Equipment	Opportunity? (Y/N)
Are large plug loads turned off after hours?	
Are sleep settings enabled on computers/large office equipment?	

Kitchen Equipment	Opportunity? (Y/N)
Is kitchen equipment turned off when not in use? (ovens, fryers, grills, hot food holding cabinets, coffee brewers, etc)	
Are exhaust hoods and fans turned off when not in use?	
Are there lids on hot storage vessels?	
Are the load cycles optimized? (ex: dishwashers run when full, batch cooking)	
Are the appliances ENERGY STAR certified?	

Process Equipment	Opportunity? (Y/N)
Are machines left running or idling when not in use?	
Is more equipment running than needed for the task? (ex: using two machines when one is enough)	
Is a routine maintenance schedule followed?	

Compressed Air Systems	Opportunity? (Y/N)
Is the system pressure set higher than needed?	
Are unused tools/lines left pressurized after hours?	
Is compressed air often used for unintended purposes? (ex. floor sweeping)	

Other Low Cost/No Cost Options

Interested in other low cost/no cost ways to save energy in your business? Use the list below of potential minor upgrades to further save energy in your business:

Minor Upgrades	Opportunity? (Y/N)
Are all lights LED?	
Are spaces appropriately lit? (can you use less lighting?)	
Are light switches easily accessible?	
Are motion sensors clear of obstruction?	
Are there cold air drafts in the winter? (air gaps in walls, windows, doors)	
Is there weather-stripping present in doors/windows?	
Are there weather seals along the bottom of exterior doors?	
Is there any indication of deficient building insulation?	
Are there leaks or stains around plumbing?	
Are the hot water pipes and tanks insulated?	
Is there excessive noise or vibration for any equipment or compressed air systems?	
Are equipment drive belts in good condition? (visual check for frays, slipping)	
Do refrigeration doors close and seal properly?	
Are there night curtains on open refrigeration?	
Are equipment or appliances ENERGY STAR certified?	
Are smart power bars used to program equipment on/off times?	