

# Energy Management Report

Campus: \_\_\_\_\_

Date: \_\_\_\_\_

Campus Admin: \_\_\_\_\_

Time: \_\_\_\_\_

Outside Temp: \_\_\_\_\_ Outside RH: \_\_\_\_\_

Day of the Week (circle one): M T W Th F S Su

Alarm Status: \_\_\_\_\_ Staff Present During Shutdown Period: YES NO

Comments: \_\_\_\_\_

	YES	NO	N/A	Explanation
<b>1. Heating, ventilating, and air conditioning equipment in compliance with organization guidelines?</b>				
A. Individual room HVAC turned to OFF when possible?				
B. Thermostat settings OK				
C. Building temperature OK				
D. Fan coil units properly set-back				
E. Night/weekend/holiday set-back procedures followed				
F. Boiler/circulating pump operating times OK				
G. Time clocks/EMS set correctly				
H. Vestibule/stairwell heaters turned to OFF at night				
I. Domestic hot water circulating pumps off during unoccupied times				
J. Other				
<b>2. Doors and Windows</b>				
A. Exterior/vestibule doors shut when heating/refrig air in use				
B. Windows shut when heating/refrig. Air in use				
C. Classroom doors shut when heating/refrig air in use				
D. Weather stripping OK				
E. Other				
<b>3. Computers and peripherals</b>				
A. Off at night				
B. Sleep mode during occupied				
C. Other				
<b>4. Lighting OFF in unoccupied:</b>				
A. Classrooms				
B. Offices				
C. Library				
D. Dining areas				
E. Kitchen				
F. Hallway				
G. Lounges				
H. Workrooms				
I. Restrooms				
J. Gymnasium				
K. Locker rooms				
L. Fieldhouses				
M. Stadium/press box				
N. Storage rooms				
O. Mechanical rooms				
P. Custodians closets				
Q. Auditorium				
R. Security lights/time clocks adjusted correctly				
S. Other				
<b>5. Plumbing/Irrigation</b>				
A. Organization's water guidelines being observed				
B. Water fountains operating properly				
C. Faucets operating properly				
D. Commodes and urinals properly adjusted				
E. Mechanical room plumbing OK				
F. Cooling tower operating properly				
G. Other				
<b>6. Miscellaneous</b>				
A. Copiers, office equipment OFF				
B. Audio-visual equipment OFF				
C. Exhaust fans OFF in non-critical areas				
D. Logger data being collected for moisture analysis				
E. Other				

White Copy      Campus Administrator  
 Yellow Copy    Custodian  
 Pink Copy       Energy Education Specialist  
 Goldenrod Copy   Reporting Senior

Signed: \_\_\_\_\_

Energy Education Specialist



