



Commercial Building Energy Efficiency Check List

The following checklist shall rate (12) areas which are comprised of Mechanical, Architectural and Operational criteria. Each criterion will rank from 0-10. Tabulations of each checklist item which will be scored at the bottom and range between 0-120. Checklist items are designed primarily to be visible for a staff member or (building engineer) walkthrough. Tabulations scoring 90 or under should have low ranking items addressed first.

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1. Outdoor Air Intake (Mechanical) _____
 - a.If controlled by Co2 sensors ranking should be higher
 - b.Lower ranking for lack of Co2 sensors or Building Automated System

 2. Mechanical System Performance (Mechanical) _____
 - a.Is Mechanical system close to its warranted lifespan?
 - b.Are all condensing units working as specified?

 3. Lighting Retrofits (Mechanical) _____
 - a.Presence of heavy or moderate use of incandescent fixtures rank lower
 - b.Presence of T-8 or T-5 fluorescents or LED shall rank higher respectively
 - c.Presence of LED exit lights shall rank higher
 - d.Presence of lighting controls for areas near daylight rank higher
 - e.Presence of dimmable ballast shall rank higher
 - f. Presence of occupancy sensors shall rank higher

 4. Thermostat Controls/ Building Automation (Mechanical) _____
 - a.Presence of automatic thermostat will rank higher
 - b.Control setting shall be programmed for 78 degrees in winter and 74 in summer

 5. Energy Conservation or Production (Mechanical) _____
 - a.Is there a consolidation of office equipment (printers, battery chargers)?
 - b.Can a reduction of redundant equipment and be implemented?
 - c. If items a & b cannot be reduced or consolidated, is there a renewable power source?

 6. Roof Coating (Architectural) _____
 - a.If roof is flat, is it white? White roofs rank highest
 - b.Is it white but needing cleaning? Ranking drops
 - c. Non-white roofs rank lowest and will increase with a white roof coating

 7. Glazing (Architectural) _____
 - a.Is the glazing clear and transmitting heat or tinted and/or reflective and relatively cool
 - b.Is primary glazed area facing South or West

 8. Glazing Solar Heat Gain Coefficient (Architectural) _____
 - a.Is the glazing clear and transmitting heat or tinted and/or reflective and relatively cool
 - b.Is primary glazed area facing South or West

 9. Day Light Transmittance (Architectural) _____
 - a.Is the glazing dark tinted and requires lights to remain on near windows?

 10. HVAC Filter replacement (Operational) _____
 - a.Are filters replaced regularly?
 - b.Are coils clean?



Commercial Building Energy Efficiency Check List Cont.

11. Equipment Replacement (Operational) _____
a. Replace existing monitors for CTR to LCD

12. Exterior Landscape (Operational) _____
a. Is exterior landscape primarily turf requiring irrigation. Potable or non potable source?
b. Can maintenance visits be reduced in half with native or adaptive vegetation

Total..... _____