



WALK-THROUGH ENERGY ASSESSMENT CHECKLIST

Lighting

Type of lamp and ballast
Number of fixtures and lamps (partner)
Wattage of lamps
General lighting level in 3 areas of the building (partner)
Lighting schedule during occupied and unoccupied hours (partner)
Recommendations

Envelope

Window and door type (Single or double glazed)
Condition of windows, doors, walls, floors and roof
Infiltration problems
Recommendations

Hot water system

Temperature setting of water heaters (high, low, medium)
Condition of tank and pipe insulation
Circulating pump schedule
List of water using equipment
Recommendations

Heating and cooling system

Type of heating and cooling system
Fuel used for each
General Condition of equipment
Date last serviced and air filters changed, if available
Date of last tune-up of boiler, if available
Has the system air supply been tested and balanced
What are heating and cooling temperature settings
What is the operating schedule
Recommendations

Equipment

List of major energy consuming equipment and nameplate wattage
Operating schedule
Recommendations

Controls and Comfort

Types and locations of thermostats and Energy Management System
Comfort Issues (from interviews with building occupants)