

## E3 Walkthrough Worksheet



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

Building operating hours:

Facility contact name: \_\_\_\_\_

Weekdays \_\_\_\_\_ to \_\_\_\_\_

Phone: \_\_\_\_\_

Saturday: \_\_\_\_\_ to \_\_\_\_\_

Sunday: \_\_\_\_\_ to \_\_\_\_\_

### STEP 1 Overview

List major energy consuming equipment in this building: \_\_\_\_\_

	If issues were highlighted in:	Pay special attention to question number:
	E2 Step 3: High evening / weekend / base load	1, 5, 6, 7, 8, 11c, 11e, 12 (office), 13 (kitchen)
	E2 Step 2: Load schedule does not match occupancy schedule	8, 11a, 13 (kitchen)
	E2 Step 5: High peak, daytime loads	11b, 11d, 9
	E1 Step 5: High seasonal variability	10

Questions in **bold** below are the typically the most important to assess.

### STEP 2 Look for these items throughout the building

#	Description	Yes	No	NA	Corrective Action / Comments	Solved?
1	<b>Are occupancy sensors installed and working? Are they placed appropriately?</b> Consult manager / occupant about functioning.					
2	<b>Are incandescents or T12 fixtures present?</b>					
3	Are fans or portable space heaters being used?					
4	Are radiators and air vents unobstructed?					

### STEP 3 Consult with manager and/or occupants about these items

#	Description	Yes	No	NA	Corrective Action / Comments	Solved?
5	<b>Are employees trained in energy conservation measures?</b> Consult manager.					
6	<b>Are doors/windows kept closed during heating and cooling season?</b> Consult manager / occupant.					

7	Are computers and monitors set to sleep or off at night? Consult manager / occupant.					
8	Are lights scheduled? (time-based on/off control)? Consult manager.					
9	What is the most common HVAC complaint? Consult manager.					

#### STEP 4 Check specific equipment

#	Description	Yes	No	NA	Corrective Action / Comments	Solved?
10	Are vending machines set to turn off/sleep at off hours?					
11	<b>Are thermostats programmed? (see 8a-8e)</b> <b>Are thermostats manually setback during off-hours?</b>					
11a	Does the setback schedule match occupancy schedule?					
11b	Is heating setpoint for occupied hours 70°F or lower?					
11c	Is heating setpoint for off-hours 62°F or lower?					
11d	Is AC setpoint for occupied hours 75°F or higher?					
11e	Is AC setpoint for off-hours 78°F or higher?					
12	<b>Office: Are copy machines, printers &amp; fax machines shut off at the end of the day?</b> Consult manager or occupant.					
13	<b>Kitchen: Do you have a start-up/shutdown schedule for all equipment?</b>  <b>Is equipment running or idling longer than necessary?</b> Consult manager or occupant.					
14	<b>Kitchen: Is there a service maintenance schedule?</b> Consult manager.					
15	Kitchen: Are dishwashers only run when full? Consult occupant.					