

DO IT YOURSELF ENERGY AUDIT

General

Business name: _____ Type of business: _____

Address: _____ City: _____ State: _____ Zip Code: _____

Contact name: _____ Phone: _____ Email: _____

Daily hours of operation: _____ Days of operation per week: _____

Square footage of facility: _____ How do you heat your facility? _____

Do you own your building? Yes No Do you lease your building? Yes No

Is your building more than five years old? Yes No

How many years since your last remodel? _____

Utility provider: PGE Pacific Power NW Natural Cascade Natural Gas

Account number: _____ Account number: _____

How did you hear about Energy Trust? _____ Other: _____

Are you ready to start an energy efficiency project? Yes No

Do you have funding available for an energy efficiency project? Yes No

(If not, consider the low cost/no cost tips listed below)

Step 1: Lighting

Number of incandescent lights: _____ Number of fluorescent lights: _____

Do you use T12 fluorescent lighting? T12's are the least efficient lighting in any business setting. Standard T12 lighting has two pins on the end and the light itself is 1 ½ inch diameter. If you are unable to remove a light to check, look to see if you have extras in storage and check those.

Do you have occupancy sensors or lighting controls on the interior? Yes No

How many exit signs do you have? _____

Are they LED or incandescent? LED Incandescent

Do you have a lighting contractor? Yes No

Lighting Tips

- Retrofit T12 lights to T8 lights with electronic ballasts—ask about Energy Trust [cash incentives](#)
- Turn off some of your lights if you can
- Remove lamps - consider disconnecting power to unused ballasts
- Replace incandescent light lamps with compact fluorescent lamps—ask about Energy Trust [cash incentives](#)
- Install dimmer switches, where applicable
- Control exterior lighting with a photocell/time clock
- Reduce ambient light and increase task lighting
- Take advantage of natural light, when available
- Remove unnecessary fixtures
- Replace standard wall switches with occupancy sensors—ask about Energy Trust [cash incentives](#)
- Retrofit incandescent or fluorescent exit signs with long-lasting, low-energy LED exit signs—ask about Energy Trust [cash incentives](#)

Step 2: Insulation

Do you have insulation in your attic? Yes No
What is the R-Value? What is the thickness?

Do you have insulation in your wall? Yes No
What is the R-Value? What is the thickness?

Do you have insulation in your ceiling? Yes No
What is the R-Value? What is the thickness?

Ask about Energy Trust [cash incentives](#).

Step 3: HVAC

Do you have a programmable thermostat? Yes No

What type of heating system do you have?

- | | |
|---|--|
| <input type="checkbox"/> Radiant Heat System | <input type="checkbox"/> Condensing Boiler |
| <input type="checkbox"/> Forced Air Heating | <input type="checkbox"/> Unit Heater |
| <input type="checkbox"/> Package Terminal Air Conditioning Unit | <input type="checkbox"/> Other: |
| <input type="checkbox"/> Heat Pump | <input type="checkbox"/> None |

Does your heating system have an efficiency rating marked on the unit? Yes No

What is the rating? % Can you shut/close registers? Yes No

Do you have Air Conditioning? Yes No

Do you have a regular maintenance schedule for heating/cooling equipment? Yes No

Who is your HVAC service contractor? When was the last date of service?

HVAC Tips

- Set thermostats at 78 degrees for cooling in summer and 65-68 degrees for heating in winter
- Install locking covers on your thermostats to prevent employees from changing the temperature
- Replace older systems with energy-efficient systems—ask about Energy Trust [cash incentives](#)
- Install ceiling and wall insulation and insulate water heaters and supply pipes—ask about Energy Trust [cash incentives](#)
- Service your equipment on the schedule your HVAC service contractor recommends
- Shut registers in unoccupied areas, such as storage areas, restrooms and conference rooms

Step 4: Water Heating

How do you heat your water for your business?

Gas Water Heater Electric Water Heater Tankless None

Ask about Energy Trust [cash incentives](#).

Step 5: Foodservice equipment

Refrigeration:

Do your refrigerator doors seal correctly? Yes No

Do you maintain the proper temperatures? Yes No

Do you load your equipment to allow for good airflow? Yes No

Do you have strip curtains on walk-ins? Yes No

Who is your refrigeration service contractor? _____ When was the last date of service? _____

Cooking:

Do you turn equipment off when not in use? Yes No

Do you have a maintenance program for cooking equipment? Yes No

Is your equipment rated for energy efficiency, such as ENERGY STAR®? Yes No

Foodservice Equipment Tips

- Implement start-up and shut-down schedules
- Keep equipment clean—carbon and grease build-up make your cooking equipment work harder and use more energy
- Run full loads when you use your dishwasher
- Turn off tank heaters and hot water recirculation pumps when the facility is closed
- Look for ways to reduce hot water use in the kitchen and during facility cleaning
- Fix water leaks – one leaky faucet can waste up to 2,000 gallons of water per year
- Use a lid on stockpots to hold in heat, boost efficiency and shorten cook times
- Replace older equipment with ENERGY STAR rated equipment—ask about Energy Trust [cash incentives](#)

Step 6: Office Equipment

Do you have ENERGY STAR rated equipment? Yes No

Are your computers, monitors and other office equipment plugged into a power supply strip that can be switched off during non-business hours? Yes No



Office Equipment Tips

- Turn off all office equipment and lights every night and weekend — if you can't turn off the computer, turn off the monitor and the printer
- Purchase ENERGY STAR computers, monitors, printers, fax machines and copiers — these models "power down" after a user-specified period of inactivity
- Use laptop computers and inkjet printers — they consume 90 percent less energy than standard desktop computers
- Use e-mail instead of printed memos and faxed documents

Step 7: Make Improvements

After reviewing this form what energy saving projects are you looking to implement today?

Lighting Insulation HVAC Water Heating Foodservice

To learn how to identify the best ways to save energy in your business, email this form to buildings@energytrust.org or share this energy audit form with your contractor. For a complete list of Energy Trust trade allies visit www.energytrust.org/findacontractor.

For questions on cash incentives, call Energy Trust at 1.866.368.7878 or visit us online at www.energytrust.org.



We can help you change the way you use energy in your business.