

UNIVERSITY OF COLORADO

# Energy Audit Checklist

Building \_\_\_\_\_

Date \_\_\_\_\_

Proctor name \_\_\_\_\_

Phone # \_\_\_\_\_

Responsible for what part of the Building \_\_\_\_\_

Email: \_\_\_\_\_

1. Please complete this audit checklist yourself to the best of your abilities. This activity will get you familiar with the energy end-uses of your building.
2. Return the completed form to: Moe Tabrizi, Energy Conservation Officer, 453 UCB, (303) 492-1425, [tabrizi@colorado.edu](mailto:tabrizi@colorado.edu)
3. Make an appointment with Moe Tabrizi for an Energy Audit accompanied by a staff energy audit professional.

*If you find problems or items in need of repair during your audit, please report it to Facilities Management. Phone# 2-5522*

## Pre-Audit Information

1) Review energy usage data at website (<http://www.colorado.edu/conservation/usage.html>). What is the trend of energy usage? Why? \_\_\_\_\_  
\_\_\_\_\_

2) Building operating hours are from \_\_\_\_\_ to \_\_\_\_\_.

3) List major energy consuming equipment / functions in your building (e.g. labs, heating/cooling systems). \_\_\_\_\_  
\_\_\_\_\_

As always, please report energy and water waste to the **Campus Conservation Hotline**

(303) 735-6202 or [energyconservationhotline@fm.colorado.edu](mailto:energyconservationhotline@fm.colorado.edu)

### Office Equipment

Item	Check Point Description	Yes	No	N/A	Corrective Action Request / Comments / Add'l Info
1	Are PC monitors shut off, or on sleep, mode at the end of the work day?				
2	Are copying machines shut off, or on sleep mode, at the end of the work day?				Location
3	Are fax machines shut off, or on sleep mode, at the end of the work day?				
4	What are the labs' functions?				
5	What lab equipment, if any, is used?				
6	General comments				

### Lighting

Item	Check Point Description	Yes	No	N/A	Corrective Action Request / Comments / Add'l Info
7	Areas to change incandescent lights to fluorescent lights				Location Qty Type
8	Exit signs, upgrade to LED type(signs made up group of small lights like PC or phone lights)				Location Qty
9	Would you like to install local switches for more control for very large area & lights?				Location
10	Delamp/deactivate extra lights & fixtures				Location Qty



11	Is lighting only used when needed?				
12	Is lighting on after hours & weekend used only when needed?				
13	What percentage of lights is being shut off during after hours/weekends?				
14	Outside lights (outside building & entry) acceptable? Change to compact fluorescent?				Location Qty                      Type
15	Special Lighting needs/concerns where?				
16	What do you hear most often regarding lights in this building?				
17	Do you need additional light switch stickers to remind people to turn off lights when not in use?				Location Qty

## Heating / Cooling

Item	Check Point Description	Yes	No	N/A	Corrective Action Request / Comments / Add'l Info
18	If heating/cooling control is accomplished from central computer, does the computer schedule match your occupancy?				
19	Are heating thermostats set to maintain 70°F or lower?				
20	Is air conditioning (A/C) set for 73°F-75°F and shut down during unoccupied hours?				
21	Are there many fans or portable electric space heaters used by occupants?				Type Location
22	Are steam and hot water piping insulated? (Pipes are warm/hot to Touch).				Location
23	Are restroom exhaust fans shut off during unoccupied hours? Other building exhaust fans?				

24	What do you hear most often regarding this building heating/cooling & comfort?				
25	Do you have very large (>1HP) fans or motors operating in this building?				
26	General Comments				

### Building Envelope

Item	Check Point Description	Yes	No	N/A	Corrective Action Request / Comments / Add'l Info
27	Are doors/windows kept closed during heating and cooling season?				
28	Is weather stripping found to be adequate around windows/doors? ( reduce air leak )				
29	Are windows in need of solar film to reduce/block the sun				
30	Building walls too hot/cold candidate for insulation				Location
31	General Comments				

### Water

Item	Check Point Description	Yes	No	N/A	Corrective Action Request / Comments / Add'l Info
32	Is domestic hot water at lowest possible setting (105°F-110°F) for general purpose?				
33	Are there any leaking faucets?				Location
34	All sinks use low flow faucets? (~2.0 gpm)				

35	General Comments				
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### Miscellaneous

Item	Check Point Description	Yes	No	N/A	Corrective Action Request / Comments / Add'l Info
36	Do you receive utility usage and cost reports for your building? Conservation Website, click on your building <a href="http://www.colorado.edu/conservation">www.colorado.edu/conservation</a>				
37	Are energy awareness materials displayed throughout the building?				
38	Is there other major energy usage, issues in your building not covered in this audit?				
39	Are PC monitors, copying machines, being shut off or put on sleep mode at the end of the work day?				
40	Would you like additional energy conservation educational materials (Posters, Usage data, Light stickers) within your building?				
41	How many food or drink vending machines are in your building? Are they on all the time or do they go to sleep?				
	General Comments				
	Energy Waste?				

Please send completed form to Moe Tabrizi- 453 UCB  
 Report problems/requests for repair to service center : #2-5522  
 For tips, news and energy usage in your building go to  
[www.colorado.edu/conservation](http://www.colorado.edu/conservation)

## Summary and Action Item

	Issue	Action	Owner
Lighting			
Heating/ Cooling			
Building Envelope			

	Issue	Action	Owner
Water			
Office Equipment			
Misc.			