

Energy Checklist

The checklist below contains ways you can save money through basic maintenance and energy conservation efforts. Want to quantify the savings your efforts generate? Visit our website at www.greenefficiencygroup.com for more information on **EnergyExpert** and **DegreeGuard**, your Energy Efficient Management and Sustainability solutions.

Heating, Ventilation and Air Conditioning (HVAC) - Maintenance

- Replace furnace filters on a monthly or bi-monthly schedule.
- Allow free airflow to and from registers.
- Insulate hot water heater(s) and pipes, and ductwork located in unconditioned areas.
- Cover and lock thermostats and ventilation controls to prevent unauthorized adjustments.
- Check for unusual noise, vibration and decrease in performance or compressors/motors.
- Seal ductwork leaks.
- Inspect/clean condenser coils.
- Clean and disinfect condensate drain pans.
- Set up monthly/bi-monthly maintenance contract.

Heating, Ventilation and Air Conditioning (HVAC) - Procedures

- Minimize heating and cooling in unoccupied, low-traffic areas or when building is not in use.
- Adjust building temperature by season; lower in winter and higher in summer.
- Utilize ceiling fans whenever possible.
- Close doors to outside and unconditioned areas.
- Use exhaust ventilation only when required.
- Seal ductwork leaks.
- If fossil fuels are present, test operation of carbon monoxide (CO) detectors monthly.

Refrigeration - Operation

- Keep cold air supply and return registers clean and clear of product.
- Maintain minimum recommended refrigeration temperature for produce.
- Optimal refrigeration efficiency is achieved with ambient air relative humidity levels between 40-60%.
- Identify feasibility of venting or recovering the rejected heat off the refrigeration units.

Refrigeration - Maintenance

- Check for unusual noise, vibration and decrease in performance of compressors/motors.
- Clean refrigeration coils regularly.
- Replace worn and/or leaky door seals.
- Verify operation and efficiency of defrost timers and moisture sensors to ensure optimal performance.
- Clean and disinfect condensate drain pans.
- Monthly/bi-monthly maintenance contract.



Energy Efficient Management & Sustainability Solutions

Refrigeration - Procedures

- Follow manufacturer's recommendations for shelf position and size.
- Keep upright display case doors shut.
- Rotate stock regularly.
- Do not let refrigerated items sit and warm-up during delivery and/or restocking.
- Turn off refrigeration unit when not in use.

Lighting - Operation

- Use automated lighting controls.
- Utilize photocells for all-night outdoor lighting.
- Use timers in parking lots and restricted-access areas.
- Utilize dimming controls to take advantage of daylighting.
- Use motion sensors for low-traffic areas.
- Always de-energize ballasts that are not in use.
- Verify recommended illumination levels.
- Reduce lighting to minimum acceptable level for safety/security in: hallways, restrooms,

Lighting - Maintenance

- Clean lamps