

ENERGY CONSERVATION CHECKLIST

ASO 11300.4N

ORGANIZATION/CONTACT	BLDG NO	TIME	DATE

ELECTRICAL: UNOCCUPIED SPACES LIGHTED EXCESSIVE LIGHTING BROKEN FIXTURES/SWITCHES

DISCREPANCIES NOTED: EXCESSIVE LIGHTING OUTSIDE LIGHTS ON DURING DAY OTHER _____

CORRECTIVE ACTION: SECURED RESPONSIBLE OCCUPANT CONTACTED RESP. OCCUPANT NOT CONTACTED
 OTHER _____

RECOMMENDATION TO: _____

CURTAIL DISCREPANCIES RESPONSIBLE OCCUPANT TO HANDLE OTHER _____

HEATING: ON OFF HEAT LEVEL TOO HIGH WINDOW(S) OPEN DOOR(S) OPEN

DISCREPANCIES NOTED: EXCESSIVE STEAM LEAKAGE THERMOSTAT SETTING TOO HIGH
 FAULTY THERMOSTAT DEFECTIVE RADIATOR VALVE
 UNOCCUPIED SPACE HEATED OTHER _____

CORRECTIVE ACTION: SECURED RESPONSIBLE OCCUPANT CONTACTED RESP. OCCUPANT NOT CONTACTED
 OTHER _____

RECOMMENDATION TO: RESPONSIBLE OCCUPANT TO HANDLE OTHER _____

CURTAIL DISCREPANCIES

COOLING: ON OFF COOLING LEVEL TOO LOW WINDOWS(S) OPEN DOORS OPEN

DISCREPANCIES NOTED: THERMOSTAT SETTING TOO LOW FAULTY THERMOSTAT UNUSED SPACE COOLED
 UNOCCUPIED SPACE COOLED OTHER _____

CORRECTIVE ACTION: SECURED RESPONSIBLE OCCUPANT CONTACTED RESP. OCCUPANT NOT CONTACTED
 OTHER _____

RECOMMENDATION TO: RESPONSIBLE OCCUPANT TO HANDLE OTHER _____

CURTAIL DISCREPANCIES

WATER: FAUCETS, SHOWER, HOSE BIBS, ETC., LEFT RUNNING EXCESSIVE LAWN WATERING

DISCREPANCIES NOTED: LEAKING FAUCETS, VALVES, ETC. OTHER _____

CORRECTIVE ACTION: SECURED RESPONSIBLE OCCUPANT CONTACTED RESP. OCCUPANT NOT CONTACTED
 OTHER _____

RECOMMENDATION TO: RESPONSIBLE OCCUPANT TO HANDLE OTHER _____

CURTAIL DISCREPANCIES

REMARKS / SPECIAL COMMENTS:

INSPECTOR NAME & TITLE (PRINT OR TYPE)	INSPECTOR SIGNATURE
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