

Grab a clipboard and take this map along on your treasure hunt. Focus on uncovering opportunities to save. When you find something, make notes about location; tools, materials, or expertise needed; or further research required. Feel free to add to or modify this list to suit your own needs.

Facility Name _____ Floor _____ Date _____ Team _____



Facility Management

- Make note of your EUI and ENERGY STAR Score in Portfolio Manager.
- Ensure that facility energy management plan and operations & maintenance plan is up to date and that appropriate staff have reviewed the latest versions.
- Review building management system (BMS) and/or building automation system (BAS) code to ensure that specific commands to reduce unneeded energy consumption (e.g., on/off times) have not been overwritten.



Lighting

- Identify where lights have been left on in unoccupied spaces.
- Identify and assess opportunities to use automated lighting controls:
 - Occupancy/motion sensors for low-traffic areas.
 - Timers or daylight sensors to dim or turn off exterior and parking lot lights during the day.
 - Timers to turn off decorative lighting and electrical signs outside of high-traffic hours.
 - Dimming controls in locations where there is natural lighting (e.g., near windows, skylights, light tubes).
- Confirm that installed lighting controls are operating as intended.
- Assess need to institute a regular cleaning plan for lamps/fixtures for maximum light output.
- Identify where reflectors can be practically added to existing lighting.
- Assess whether any areas are over-lit, compared to requirements or design levels; consider opportunities for de-lamping.
- De-energize and/or remove ballasts that are not in use.

NOTES:



- Evaluate the opportunity to upgrade to more energy-efficient lighting options:
 - Replace T12 fluorescents with T8s or T5s with electronic (rather than magnetic) ballasts; consider the use of tubular LEDs (TLEDs).
 - Upgrade incandescent and CFL applications to LED (especially for task lighting or specialty/decorative applications).
 - Use LED Exit signs in place of incandescent or CFL models.

NOTES:



3 Building Envelope

- Inspect doors and windows to identify gaps or cracks that can be repaired.
 - Note damaged or missing weather stripping.
- Note air leaks that should be sealed with caulking or other sealant.
- Inspect insulation levels and identify inadequacies to be addressed (including loading docks and garage doors).
- Install vinyl curtains in loading areas.
- Close doors to the outside and to any unheated or uncooled areas.
- Assess the opportunity to install solar film or other window coverings on east, west, or south exposures to reduce solar heat gain and heat loss.
- Assess the opportunity to install a reflective (“cool”) roof covering in warm climates.



4 Refrigeration

- Ensure that any un-used refrigeration unit is turned off.
- Check that minimum recommended refrigeration temperatures are being maintained.
- Ensure cold air supply and return registers are clean and clear of product.
- Check for unusual noise, vibration, and/or decrease in performance of compressors/motors.
- Make a plan to regularly clean refrigeration coils.
- Make a plan to regularly clean and disinfect condensate drain pans.
- Identify worn and/or leaky door seals/gaskets.
- Identify broken strip curtains.



- Identify where night curtains can be used.
- Consider adding doors to open refrigerated cases.
- Identify where automatic door closers for walk-in coolers can be installed.
- Verify operation of defrost timers and moisture sensors to ensure optimal performance.
- Consider venting or recovering the rejected heat off the refrigeration unit condensers.
- Identify opportunities to install electronically commutated motors (ECMs), if not already present on refrigeration equipment.
- Identify opportunities to install anti-sweat heat controls and LED lighting on refrigeration equipment, if not already present.

NOTES:



Kitchen and Food Service Equipment

- Establish operating procedures for cooking/baking equipment (for instance, preheating only when necessary, turning down/off equipment when not in use).
- Verify oven thermostat accuracy and recalibrate, if necessary.
- Ensure that range hoods and exhaust fans are only running when the range is being used.
- Identify where low-flow pre-rinse spray valves can be installed.
- Identify and assess opportunities for demand-controlled ventilation.
- Identify and assess opportunities to use ENERGY STAR certified commercial food service equipment.
- Identify and assess opportunities to install variable frequency drives (VFDs) on kitchen hoods.



Plug Load/Equipment

- Identify any new office equipment that will be needed soon, and make plan to ensure they are ENERGY STAR certified where possible.
- Identify any equipment left on overnight (including those left in sleep/idle or screen saver mode).
- Ensure that power management settings are activated on office equipment such as computers, monitors, printers, and copiers.
- Identify where power strips can be used for easy disconnect from power source. Consider the use of advanced power strips.



- Check if vending machines get turned off or put in sleep mode at the end of the day. Consider installing motion/occupancy-based vending machine controls.
- Look for opportunities to replace older vending machines with new ENERGY STAR certified vending machines.



HVAC

- Identify and make plans to address instances of simultaneous heating and cooling.
- Ensure that thermostats and outside air temperature sensors are properly calibrated/maintained.
- Ensure that thermostats are set to appropriate temperatures based on season and local weather conditions.
- Confirm implementation of a temperature setback policy for heating/cooling when the building is unoccupied.
- Perform testing and balancing of air and water systems.
- Identify where locking covers for thermostats and ventilation controls can be installed to prevent unauthorized adjustments.
- Ensure free airflow to and from registers.
- Identify where ceiling fans can be installed to move and de-stratify air layers. Ensure all existing ceiling fans are operating properly.
- Monitor make-up air ventilation, and ensure the proper functioning of dampers to achieve outside air requirements.
- Ensure that HVAC system components are being maintained regularly, including:
 - Replace filters on a regular schedule.
 - Inspect and clean evaporator and condenser coils.
 - Clean fan blades and adjust belts as needed.
 - Inspect water/steam pipes and ducts for leaks and/or inadequate insulation; address as needed.
 - Evaluate furnace/boiler efficiency and clean/tune up as needed (including boiler water treatment and inspection of steam traps, as appropriate).
 - Check chiller and cooling tower components for fouling or corrosion; ensure proper water treatment is in place.
 - Check for unusual noise, vibration and decrease in performance or compressors/motors.
- Identify and assess opportunities for heat recovery.
- Identify and assess opportunities for installing variable frequency drives (VFDs) for fan and pump motors.

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Treasure Map FOR RETAIL/GROCERY STORES

ADDITIONAL NOTES:

