



**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 and Benchmarking

- Managing costs starts with knowing your baseline use, from which to track savings. Start by printing the Data Collection Worksheet for “Worship Facility” found on this menu. This Worksheet will list all you need to benchmark your property in the free, online Portfolio Manager® tool for tracking energy, water and recycling/materials management.
  - Create your account at <https://portfoliomanager.energystar.gov/pm/signup>
  - Learn more at <https://www.energystar.gov/benchmark> and find all Portfolio Manager training and tech support at <https://www.energystar.gov/buildings/training>.
- After you enter energy data, a 1 -100 ENERGY STAR® score will compare your property to other U.S. Worship Facilities. A 75 or higher score is eligible for ENERGY STAR certification.
  - You will also see your EUI (Energy Use Intensity is approximately energy use/sq.ft.) for which national median is 58.4 for Source EUI (kBtu/ft<sup>2</sup>) and 30.5 Site EUI (kBtu/ft<sup>2</sup>) for Worship Facilities. Many congregations can do much better than the national median EUI.
- Educate and encourage congregational staff and members to report leaks, turn off lights not in use, recycle and support your environmental stewardship efforts.
- Adopt a purchasing/procurement policy that specifies EPA’s ENERGY STAR, WaterSense® and Safer Choice® labeled products when applicable. Customize your policy letter from our template.

### NOTES:

### TIP:

- Download the ENERGY STAR Action Workbook for Congregations for more strategies, action items, and ideas at <https://www.energystar.gov/congregations>. See the 30-minutes ENERGY STAR for Congregations recorded webinar. Start and support a Green Team of members and employees. Find resources to Build Your Own Competition for savings.



## Lighting

- Consider purchasing an inexpensive light meter (under \$30) to assess whether any areas are over-lit, compared to requirements or design levels.









- Identify any equipment left on overnight (including equipment left in sleep/idle or screen saver mode), that should be turned off when not in use.
- 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.
- Be sure staff know to unplug rechargeable devices once charged.
- Be sure vending machines are turned off or put in sleep mode at the end of the day with a timer. Consider installing motion/occupancy-based vending machine controls.
- Review ENERGY STAR office products and resources at [https://www.energystar.gov/products/office\\_equipment](https://www.energystar.gov/products/office_equipment); see ENERGY STAR vending machines at [https://www.energystar.gov/products/other/vending\\_machines](https://www.energystar.gov/products/other/vending_machines) and water coolers at [https://www.energystar.gov/products/other/water\\_coolers](https://www.energystar.gov/products/other/water_coolers).

## NOTES:



## Kitchen/Food Service Equipment

- If the congregation anticipates purchasing new kitchen equipment, review the ENERGY STAR models, calculate savings and find rebates in advance.
- Many congregations have residential type refrigerators, which should be replaced if 9-10 years old. Commercial refrigerators/freezers are much larger are typically silver/stainless steel.
  - Dispose of old refrigerators properly. See the EPA's Responsible Appliance Disposal Program at <https://www.epa.gov/rad>.
- If possible, be sure heating equipment is not near cooling equipment.
- Identify worn and/or leaky door seals/gaskets on refrigerators and freezers. Close the door on a dollar bill or piece of paper, and if it is easily pulled out, replace the gasket. Many websites have "DIY" videos and instructions. Some replacement gaskets claim to be "universal" but it is best to purchase using the appliance brand and model number. Regularly clean the gasket with soapy water to keep it free of debris.
- Check that refrigerator coils are clean and free of obstructions.
- Verify oven thermostat accuracy and have recalibrated if necessary.
- Establish and post operating procedures for cooking/baking equipment (for instance, preheating only when necessary, turning down/off equipment when not in use).



- Ensure that range hoods and exhaust fans are only running when the range is being used, or until excessive heat is removed.
- Ensure that unused appliances are unplugged or on a power strip that is shut off.
- Determine if low-flow pre-rinse spray valves can be installed.



## Water: Hot and Cold

- Survey water use to identify major uses; find and fix any leaks—especially hot water leaks.
- Typically, set temperature 110 – 120 degrees or per local code to prevent scalds and to save energy and money.
- Consider “tankless” heaters (on-demand) for low-use areas.
- Insulate 7-year or older water heaters and the first 3’ of heated water “out” pipe.
- Check out ENERGY STAR water heating product information and calculators; find local retailers and rebates at [https://www.energystar.gov/products/water\\_heaters](https://www.energystar.gov/products/water_heaters).
- See EPA’s WaterSense<sup>®</sup> program for water saving labeled products and rebates, for indoor/outdoor water efficiency tips, and best practices at [www.epa.gov/watersense](http://www.epa.gov/watersense).

### NOTES:

### TIP:

- Check if your denomination or faith community has resources linked from ENERGY STAR.
- Celebrate your success and recognize contributors. Help your guests and employees achieve savings at home and at guests’ workplaces and Bring Your Green to Work.





# Treasure Map FOR WORSHIP FACILITIES



**ADDITIONAL NOTES:**

