

YES?	H-IPL ENERGY SAVER CHECKLIST	NOTES
	<b>Scheduled inspection, operation, and maintenance items</b>	
	Are all furnace filters changed at least annually, or better still, twice a year?	
	Are all exterior air conditioner compressor fins cleaned annually – after spring pollen and cotton wood seeds have stopped floating and more often during droughts?	
	Are the HVAC units serviced at least annually?	
	Are set back thermostat programs monitored regularly to ensure they are still as intended?	
	Are water fountains on a timer so they provide cold water only when the building is occupied?	
	Are water fountains unplugged in the winter months?	
	Are soda machines off or on a timer during unoccupied times?	
	Are refrigerator and freezer temperatures set at the highest temperature acceptable? <sup>1</sup>	
	Are refrigerator and freezer door gaskets pliable, in place, and functioning properly? <sup>2</sup>	
	Are the condenser coils (fins) on refrigerators and freezers clean?	
	Are humidifiers functioning properly? <sup>3</sup>	
	Are audio visual systems turned off when not in use?	
	Are computers and printers turned off when not in use?	
	Are copy machines turned off when not in use? <sup>4</sup>	
	Are all fire place dampers closed when not in use? <sup>9</sup>	
	Are portable heaters used to avoid heating zones or rooms - not just for added comfort? <sup>5</sup>	
	Are shades drawn to reflect sun light in air conditioning season?	
	Are draperies drawn to keep in heat in heating season?	
	Are shades opened to let in sunlight in the heating season?	
	Are windows used to ventilate the building when weather conditions are favorable?	

YES?	ENERGY SAVER CHECKLIST	NOTES
	<b>Once and done items</b>	
	Are all electric EXIT signs lit by LED bulbs?	
	Are all security lights on motion sensors?	
	Are all parking lot and exterior architectural effects lights controlled by photo cells and timers? <sup>6</sup> Are they operating correctly? Are they LEDs?	
	Are all incandescent bulbs replaced by compact fluorescent or LED bulbs?	
	Are all 2', 4', and 8' T12 fluorescent tubes replaced by T8 tubes and electronic ballasts? <sup>7</sup>	
	Are all lights and fans in bathrooms controlled by occupancy sensors?	
	Are refrigerant lines leading from the outdoor AC unit insulated?	
	Are exterior water heater blankets still in place?	
	Are the water heaters set at or below 120 degrees? <sup>8</sup>	
	Are water lines leading from the water heater insulated?	
	Are there on-demand heaters at the place of use where there are long runs from the nearest water heater?	
	Are fireplace gas pilot lights as efficient as possible? <sup>9</sup>	
	Are all heat ducts that run outside the insulated space sealed and insulated? <sup>10</sup>	
	Are all fresh air vents set to the minimum required by code? <sup>11</sup>	
	Are ages, efficiencies, and maintenance records available for HVAC units?	
	Are pilot lights on gas stoves adjusted properly? If the stove is seldom used, could the gas be turned off between uses? <sup>9</sup>	
	Are back draft dampers for exhaust hoods functioning properly? <sup>12</sup>	
	Are all refrigerators and freezers Energy Star rated? <sup>13</sup>	
	Are all old refrigerators or freezers that are no longer necessary disposed of?	
	Are fans used to pull hot air off the ceiling in the winter?	

### Footnotes for H-IPL Energy Saver Checklist

1. According to the U.S. Government refrigerator temperatures can be as high as 37degrees and freezers as high as 3 degrees.
2. Close a dollar bill in the door at several locations around the door. There should be good resistance to pulling the dollar bill out. Inspect the door gasket. If it is stiff, cracked, torn, or out of place, repair or replace it. Consider wiping on a light coat of Vaseline on the gasket.
3. Dehumidifiers are big users of electricity and therefore should be used only when necessary – high humidity summer time. Do not set to less than 50% relative humidity. Verify periodically that the setting is correct. Clean filters and coils at least annually.
4. Copiers often have low power, off mode and sleep modes. Decide which mode is most efficient and acceptable to your operation.
5. Use electric space heaters to heat rooms. Use infrared radiant heaters to heat people.
6. These light controls must be monitored because of daylight savings time, power outages, and deterioration of photo cells. These lights are on many hours and therefore good candidates for retrofitting with LED fixtures.
7. Investigate asking Energizing Indiana and utility companies to financially support replacing inefficient lights.
8. For hand washing any comfortable temperature will do. So water heaters can be set considerably below the normal recommended 120 degrees.
9. Pilot lights in fireplaces and kitchen stoves that are used infrequently use a significant amount of gas. Some report as much as 10 therms per month. And the pilot contributes heat in the summer to the air conditioning load. If a fireplace has no pilot and is rarely used, consider installing an inflatable chimney “draft stopper” against the damper.
10. Surprising as it seems, this condition is not uncommon. Finding these situations requires detective work snooping in places that humans don’t go frequently. This should be done in a very methodical way by people with some training and agility to get into tight spaces. If these situations can be found and rectified, large savings can be made. Be careful!
11. There are codes that set the number of air changes per hour desirable in churches. These numbers are being challenged and being reduced because of the interest in energy conservation. Older HVAC systems were designed and installed to meet the older codes. This author is of the opinion that, for the normal building used by the typical faith community, no exterior air needs to be introduced other than the amount that normally leaks through a building and the amount introduced by people coming and going.
12. If there are no back draft dampers in the ducts leading from exhaust fans, there is essentially a hole in the building, and worse, a chimney sucking heated or cooled air out the roof.
13. Energy Star rated refrigerators and freezers will reduce energy consumption by at least 15% over non rated models. Freezers on the top or bottom are more efficient than side-by-side models.