

Walk Through Energy Audit Check List

Instructions: Please complete this audit to the best of your abilities.

Additional data may be included by making the appropriate adjustments to the file in soft copy and by adding cells as required by the information to be provided.

Please send completed form along with other requested documents to:

GOJ Energy Champion Competition
Walk Through Audit Report
Energy Efficiency and Conservation Programme
2nd Floor, Petroleum Corporation of Jamaica (PCJ).
36 Trafalgar Rd, PO Box 579, Kingston 10
Jamaica, W.I.
Tel: 876-754-6355, Email eecp@mset.gov.jm

Organization:	Date:
Responsible Officer/Focal Point:	Phone:
Position:	Email:

Pre- Audit Information

1. Please complete the energy consumption table below.

No	Month, 2017	KwH Consumption	J\$ Cost
1	Month 1		
2	Month 2		
3	Month 3		
4	Month 4		



Office Equipment

Item	Check Point Description	Yes	No	N/A Not Sure	Corrective Action Request / Comments / Add'l Info
1	Are PC monitors shut off, or on sleep mode at the end of the day?				
2	Are copying machines shut off, or in sleep mode, at the end of the work day?				Consider if there is need to distinguish between large copy machines/printers versus desktop printers
3	Are printers/fax machines shut off, or on sleep mode, at the end of the work day?				
4	What are the functions of the labs? For example is it used for testing equipment, scientific experiment or testing				
6	General comments				



Lighting

Item	Check Point Description	Yes	No	N/A		Corrective Action Request / Comments / Add'l Info		
7	Areas to change incandescent lights and fluorescent lights to LED's					Location:	Type:	Qty:
8	Exit signs, upgrade to LED							
9	Would you prefer to install individual switches for more control for very large area & lights?							
10	De-lamp/deactivate extra lights & fixtures.							



11	Is lighting only used when needed?						
12	Is lighting on after hours and on weekends/or used only when needed?						
13	What percentage of lights are being shut off during after hours/weekends?						
14	Are there exterior lights?				Location	Type	Qty
15	Would you prefer to use light sensors in less frequently used areas? For example rest rooms, lunchrooms)						
16	What is the feedback about the quality of lighting in the building?						
17	Do you need additional light switch stickers to remind people to turn off lights when not in use?				Location		Qty



Heating / Cooling

Item	Check Point Description	Yes	No	N/A	Corrective Action Request / Comments / Add'l Info		
18	If heating/cooling control is accomplished from central A/C, does the A/C schedule match your occupancy?						
19	Are cooling/heating thermostats set to maintain 70°F (21°C) or lower?						
20	Is the air conditioning (A/C) set for 73°F(22°C) -75°F(24°C) and shut down during unoccupied hours?						
21	Are fans also used throughout the building?				Type	Location	Quantity
22	Are there exposed steam and hot water pipes and are they insulated (cool to the touch)?				Location		
23	Are restroom exhaust fans shut off during unoccupied hours?						

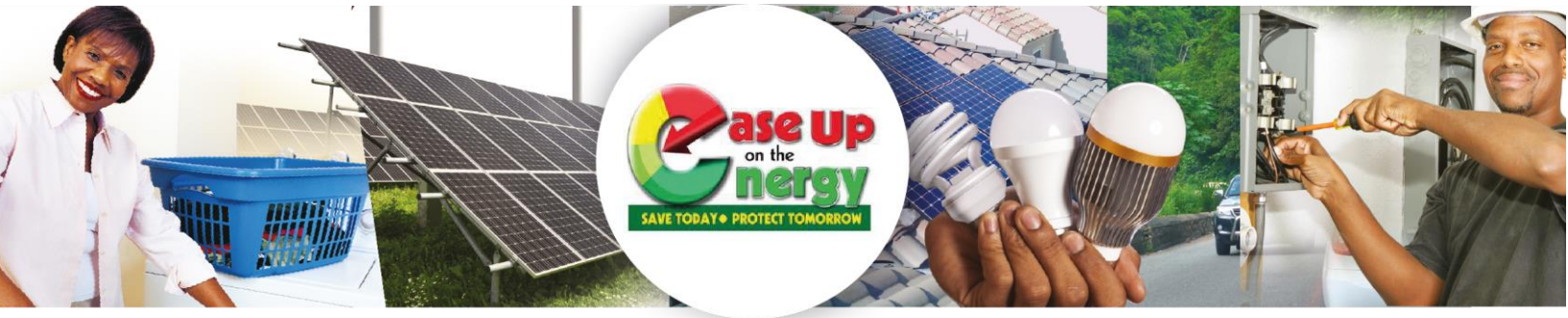


Item	Check Point Description	Yes	No	N/A	Corrective Action Request / Comments / Add'l Info	
23a	Do other building exhaust fans shut off during unoccupied hours?					
24	What is the feedback about heating/cooling comfort in this building?					
25	Do you have very large (>1HP) fans or motors operating in this building?					
26	General Comments					



Building Envelope

Item	Check Point Description	Yes	No	N/A	Corrective Action Request / Comments / Add'l Info
27	Are doors/windows kept closed during opening hours?				
28	Is weather stripping found to be adequate around windows/doors to reduce air leaks?				
29	Are windows in need of solar film and/or shading to reduce/block the sun?				
30	Are building walls and roof too hot/cold? Are they candidates for insulation and/or cool roof solutions?				Location:
31	General Comments				



Miscellaneous

Item	Check Point Description	Yes	No	N/A	Corrective Action Request / Comments / Add'l Info
36	Do you receive utility bills for your building?				
37	Are energy awareness the building?				
38	Is there other major energy usage issue in your building not covered in this audit?				
39					
40	Would you like additional energy conservation educational materials (posters, usage data, light stickers) within your building?				
41	How many food or drink vending machines are in your building?				
42.	Are they on all the time or do they go to sleep?				
43.	Can you identify any other energy waste?				
44	General Comments				



Item Summary & Action

	Issue	Action	Owner
Lighting			
Heating/ Cooling			
Building Envelope			



	Issue	Action	Owner
Water			
Office Equipment			
Misc.			