Expanded In-House Energy/Environmental Audit Checklist
(See Energy/Environmental Resources for more information)

Church/Spiritual Center
________________________________________________
Address
________________________________________________
Address
________________________________________________
Date
________________________________________________
Inspector(s)
________________________________________________
Phone No.
________________________________________________
Email Address: 
________________________________________________
Date
________________________________________________

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I. CURRENT UTILITY USAGE

Is the church building: Owned / Rented
Estimated Square footage: ___________ Solar panels? Yes/No

Past 12 months Electric usage:
Jan_______Feb_______Mar_______Apr_______May_______June_______
Jul_______Aug_______Sept_______Oct_______Nov_______Dec_______

Past 12 months Gas usage:
Jan_______Feb_______Mar_______Apr_______May_______June_______
Jul_______Aug_______Sept_______Oct_______Nov_______Dec_______

Past 12 months Water usage:
Jan_______Feb_______Mar_______Apr_______May_______June_______
Jul_______Aug_______Sept_______Oct_______Nov_______Dec_______

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Other usage: Jan_______Feb_______Mar_______Apr_______May_______
June_______Jul_______Aug_______Sept_______Oct_______Nov_______Dec_______

TOTAL Annual cost: Electric__________ Water__________ Gas__________

II. BUILDING

1. Commercial & Industrial Transformers
   Number
   Type

2. Windows, Doors, and Skylights
   Single or double pane windows and doors?
   Clear or tinted glass coatings?
   Thickness of air space
   Low e-coatings?
   Edge Savers?
   Multiple layers of glazing

3. Roof
   Type
   Brand name
   Estimated life
   Age

4. Insulation
   Ceiling/attic insulation type
   Ceiling/attic insulation “R” factor
   Wall insulation type
   Wall insulation “R” factor
   Basement walls insulated?

5. Weather Stripping, Caulking, Sealing
   Doors
   Windows
   Baseboards
   Attic latches
   Electrical outlets/switches

6. Ductwork
   Type
   Airtight?
   Sized?
   Sealed

7. AC filters
## Expanded In-House Energy/Environmental Audit Checklist

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Cleaning/replacement schedule?  
________________________________

### III GROUNDS

- New plantings policy/procedures  
- Native or other low-water plants considered for landscaping?  
- Mowing schedule (time of day)  
- Grass cuttings/leaves recycled/composted?  
- Use of gas-powered mowers  
- New tree planting policy  
- Watering schedule (time of day)  
- Rainwater harvested?  
- Greywater irrigation used?  

### IV. LIGHTING

1. **Interior**  
   - Ballast sizes  
   - Light bulb type(s)  
   - Wattage/lumens  
   - Color rendering index  
   - Color temperature  
   - Motion detectors  
   - Exit signs (type)  
   - Lens maintenance  
   - Unnecessary lights?  
   - Exit signs (type of bulbs)  
   - Light levels  

2. **Exterior**  
   - Lighting (type)  
   - Timers or photocells  

### V. WATER USE and WATER HEATING

1. **Hot Water System Operation & Maintenance Schedule**  
   - DHW tank/distribution pipes—inventory of sizes & lengths of insulation maintained  
   - Insulation for DHW application  
   - Insulation on tank/piping  
   - Water temperature level  
   - Inspections for leaks  

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DHW pipes insulated?
DHW turned off to areas not needing hot water?
Water pressure

2. **Flush Tank/Type Water Heaters**
   Burners cleaned/adjusted on gas & oil water heaters
   Electrodes checked on electric water heaters

3. **Waterclosets**
   Type of system
   Inspections for leaks
   Water budget?

4. **Showerheads & Faucet Diffusers**
   Low flow fixtures?

VI. **HEATING, VENTILIZATION, AIR CONDITIONING (HVAC)**

1. **Heating**
   Temperature setting
   Temperature set back when building is unoccupied?
   Pilot light shut off during summer?
   Fans to “auto” rather than “fan”?
   Evaporator coils cleaning schedule
   Filter cleaning/changing schedule
   Condenser rods cleaning schedule
   Equipment inspections
   Equipment lubrication schedule

2. **Boilers**
   Water level inspection schedule
   Water quality inspection schedule
   Burner adjustment/cleaning schedule
   Make-up water record maintained daily?
   Oil tank level inspection schedule
   Temperature level
   Daily water temperature checked?
   Gauge plates cleaning schedule
   Central settings check schedule
   Oil filters cleaning schedule
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Schedule to check for leaks in system components (pipes, steam traps, and couplings).

3. **General**
   - Heating system efficiency check schedule
   - Radiators, convectors, air intakes, and air diffusers unobstructed?
   - Fans and equipment unobstructed?
   - Install Energy Recovery Ventilator (EVR)?

4. **Air Conditioning**
   - Name
   - Type
   - Age
   - Temperature setting
   - Coolant maintenance schedule
   - Typical hours of operation
   - Ductwork sealing inspection schedule
   - Condensation inspection schedule
   - Seer level
   - Seasonal maintenance schedule
   - Humidifiers
   - Space cooling units
   - Fan direction changed to push warm air down in winter?
   - Programmable thermostat?

VII. **OPERATIONS AND MAINTENANCE**

1. **Doors & Windows**
   - Doors/windows leak & inspection schedule
   - Repair/replace door sweeps?
   - Repair/replace door closers?
   - Repair/replace window gaskets?

2. **Light Bulbs/Fixtures**
   - Cleaning schedule
   - Lights and equipment turned off when not in use?

3. **Composting**
   - Organic kitchen waste composted?

4. **Water**
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Tap water shut off whenever possible? ____________________________

5. **Filters**
   Maintenance schedule (vacuum/wash/replace air handler filters) ____________________________

6. **Equipment**
   Belts inspection schedule ____________________________

7. **Roofs**
   Exhaust registers on rooftop equipment cleaning schedule ____________________________

8. **Paint**
   Brand ____________________________
   VOC level ____________________________
   Low VOC paints considered? ____________________________

9. **Cleaning Supplies**
   Purchasing procedure ____________________________
   Low-tox/no-tox products ____________________________

**VIII. BUSINESS OPERATIONS**

1. **Computers**
   Name ____________________________
   Model ____________________________
   Number ____________________________
   Age ____________________________
   Energy Star rated? ____________________________
   Energy-Save Option disabled? ____________________________
   Right sized monitor for needs? ____________________________

2. **Printers**
   Name ____________________________
   Model ____________________________
   Number of printers ____________________________
   Age ____________________________
   Automatically switch to standby when not in use? ____________________________
   Prints 2-sided copies? ____________________________
   Energy Star rated? ____________________________

3. **Fax Machines**
   Name ____________________________
   Model ____________________________
   Age ____________________________
   Energy Star rated? ____________________________
### 4. Scanners
- **Name**: ____________________
- **Model**: ____________________
- **Age**: ____________________
- **Energy Star rated?**: ____________________

### 5. Copiers
- **Name**: ____________________
- **Model**: ____________________
- **Number**: ____________________
- **Age**: ____________________
- **Makes two-sided copies?**: ____________________
- **Reduces copy size**: ____________________
- **Standby feature?**: ____________________
- **Energy Star rated?**: ____________________

### 6. Multifunction Devices
- **Name**: ____________________
- **Model**: ____________________
- **Number**: ____________________
- **Age**: ____________________
- **Energy Star rated?**: ____________________

### 7. Refrigerators
- **Name**: ____________________
- **Age**: ____________________
- **Efficiency rating**: ____________________

### 8. Range/Ovens
- **Name**: ____________________
- **Age**: ____________________
- **Efficiency rating**: ____________________

### 9. Dishwashers
- **Name**: ____________________
- **Age**: ____________________
- **Efficiency rating**: ____________________
- **Heat-dry, rinse-hold, pre-rinse features used?**: ____________________
- **Energy Star rated?**: ____________________

### 10. Recycling
- **Office paper**: ____________________
- **Newspapers**: ____________________
- **Magazines**: ____________________
- **Plastic**: ____________________
- **Aluminum**: ____________________
- **Cardboard**: ____________________
- **Toner cartridges**: ____________________
11. **Waste Minimization**
   - Original or recycled paper
   - Type of coffee cups used

12. **Energy Efficiency**
   - Refrigerated goods combined?
   - Unneeded appliances disconnected?

13. **Operations**
   - Purchasing procedures
   - Primary factor in purchasing decisions
   - Bills & savings tracked?

**Summary of Changes Implemented:**

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