



# CHECK LIST

## Building Operators and Owners

There is much you can do to trim energy waste with only an investment of time and elbow grease. Here are some proven tips to help you get there.

### OCCUPANT ENGAGEMENT

- Educate staff about how behaviors affect energy use.
- Reward employee energy-efficient behaviors and habits that help your organization save energy.
  - Hold a competition for the building or office that achieves the best energy performance improvement
  - Use recognition to motivate tenants to more sustainable and efficient actions
  - Use sustainability goals to interact with and build tenant relationships
- Track and reward improvements.

### BEHAVIORS

- Keep areas in front of vents clear of furniture and office supplies. Blocked vents require up to 25 percent more energy to distribute air.
- Eliminate space heaters or personal fans. Facility coordinator can help with temperatures and energy use.
- Close exterior doors while running HVAC to avoid wasteful loss of heated or cooled air.

### OPERATIONS and MAINTENANCE

- Improve operations and maintenance practices with regular checks to ensure efficient functioning.
  - Revise janitorial practices to reduce daily lights-on hours.
  - Perform monthly maintenance of HVAC equipment to guarantee efficient operation all year.
  - Review and emphasize the financial and environmental results of preventative maintenance for major systems and components.
  - Change or clean HVAC filters monthly during peak cooling or heating season. Dirty filters cost more to use, overwork the equipment, and reduce indoor air quality.
  - Shorten preventive maintenance intervals for air handler filter
- replacement to keep air clean and avoid equipment working harder to force air through dirty filters.
- Clean evaporator and condenser coils on heat pumps, air-conditioners, or chillers. Clean coils save energy.
  - Regularly examine building equipment, systems, and maintenance procedures to make sure your building operates as efficiently as possible.
    - Tune up heating equipment
    - Inspect ducts and windows and seal any leaks
    - Calibrate thermostats, set appropriate temperatures
    - Insulate hot water tanks and piping throughout
    - Inspect and clean / change air filters

### CONTROLS

- Audit after-hours use.
- Optimize start-up time, power-down time, and equipment sequencing.
- Install occupancy sensors to automatically turn off lights when no one is in building.
- Set back the thermostat when the building is empty.
- Install locking devices on thermostats to maintain desired settings.
- Adjust thermostats for seasonal changes.

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