

Energy Management Actions Checklist

General

	Done	To Do	N/A
Quantify your annual energy consumption/cost	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Identify a staff member to monitor energy	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Monitor energy usage on site by staff	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Identify ways of reducing your energy consumption	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Examine energy tariff for best deal	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Investigate alternative energy suppliers	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Examine bills for wattless charges	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Run staff awareness campaigns	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Purchase AAA energy-rated equipment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Adequately insulate the building (roofs, lofts etc)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Kitchen

Switch off all equipment when not in use	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ensure purchase of energy efficient equipment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Lighting

Ensure all lights are off during periods of non-occupancy	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Use energy efficient lighting	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Check if fewer lights meet lighting requirements	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Check if timers and motion sensors can be used	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Check if lights are cleaned annually	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Label all light switches	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Heating

Enable more control in heating systems	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Check thermostat settings regularly	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Use high efficiency boilers if appropriate	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Insulate hot water pipes and valves	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ensure all heating sources are unobstructed	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ensure heating controls are working and set correctly	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Clean fans and filters for AC/heating systems regularly	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Avoid open windows when heating is on	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>