

ENERGY EFFICIENCY AND CONSERVATION PRACTICES CHECKLIST

(Put a check mark on the corresponding rating)

A. AIRCONDITIONING UNITS (ACU load accounts to more than half of the total energy consumed by the building)

	1	2	3	N/A
1. Air conditioners are switched on at 9:00 AM and switched off at 4:00 PM except for computer and laboratory classes.				
2. Air conditioning units are switched off or set at fan mode during lunch break (12:00 – 1:00 PM)				
3. Check that the thermostat is working and set to not lower than 25°C (room temperature). For every degree higher translates to around 10% savings				
4. Air conditioned offices (areas) are well insulated (like curtains, blinds, indoor plants) from direct sunlight or heat. Automatic door closer maybe installed.				
5. Air conditioning units should be cleaned and maintained regularly.				

B. ELECTRIC FANS (AND OTHER FANS)

	1	2	3	N/A
1. Electric fans are switched off when not in use. Electric fans in classrooms are switched off after every class.				
2. If cooling is desired in one direction only, the oscillator is locked where the fan is needed (except for ceiling fans with no oscillators)				
3. If comfortable enough the fan is set to "low" setting.				
4. Exhaust fans are switched off while the air conditioning unit is in operation (where applicable).				

C. LIGHTING (ILLUMINATION)

	1	2	3	N/A
1. Incandescent lamps are replaced with compact fluorescent lamps (CFL) or LED lamps (or high efficiency lamps)				
2. Lighting fixtures (reflectors, luminaires) are cleaned regularly.				
3. Busted fluorescent lamps are replaced or removed.				
4. Lights are to switched off or reduced where there is natural light.				

D. OFFICE EQUIPMENT/APPLIANCES COMPUTERS/PRINTERS

	1	2	3	N/A
1. Computers should be strictly for official use only.				
2. Computers are switched off when not in use (both CPU and monitor) or set to energy-saving mode.				
3. Playing computer games or playing music in PC should be prohibited.				
4. Laserjet printers are advisable not to be turned-off if it will be used again within a short period of time.				

E. OTHER APPLIANCES

	1	2	3	N/A
1. Refrigerators are switched off during weekends/holidays and long vacations (except when necessary).				
2. Ovens and electric stoves in offices are prohibited except for laboratory activities.				
3. Watching TV is not allowed during office hours except for instructional purposes.				
4. Check water system (plumbing) against leaks. (leaks are energy lost)				
5. Unplug all water dispensers (and the like) before leaving the office.				
6. For new procurement of IT equipment laptops maybe considered in lieu of desktops (laptops consume less energy - around more than 50%).				

F. MOTOR VEHICLES/MACHINERIES (If any)

	1	2	3	N/A
1. Motor vehicles should undergo regular preventive maintenance.				
2. Prolonged idling in motor vehicles are avoided				
3. Only certified road worthy vehicles are allowed to travel.				
4. Dispose vehicles that are very old. They become less roadworthy and they become fuel inefficient.				
5. Agricultural and other pumps should be properly maintained and accounted.				

Ratings :

1 - Poor Compliance

2 - Moderate Compliance

3 - Full Compliance

N/A - Not applicables