

Building Systems and Equipment Checklist

Use this checklist to record the green initiatives your property undertakes to become a more sustainable business.

Initiative	Complete?		
	YES	NO	IN PROGRESS
Replace Heating Systems Regularly and Perform Annual Inspections			
Upgrade Boiler Systems			
Follow Boiler Operation and Management Practices			
Install Condensate Return System (If Appropriate)			
Monitor Furnace for CO Emissions			
Monitor Water Quality in Radiant Heating			
Use Radiant Heating Where Possible			
Raise Indoor Temperatures using Proper Humidity Control			
Use Temp and Time Controls			
Clean and Inspect Cooling Systems Regularly			
Monitor Refrigerant Charge Levels			

Initiative	Complete?		
	YES	NO	IN PROGRESS
Use Air Doors, Airlocks and Air Curtains			
Close Vents (Unoccupied Areas)			
Upgrade Insulation			
Replace Windows, Window Coverings and Window Film			
Use Desiccant Humidification Systems			
Install HVAC Economizers			
Customize HVAC Technologies			
Prepare Air Condition Units for Warmer Weather			
Control Point Source Pollutants			
Use Demand Controlled Ventilation Systems			
Adhere to Code Clearance Ventilation Requirements			
Review Rooftop Building Configurations			
Air Balance Building			
Adhere to Local Building Codes			

Initiative	Complete?		
	YES	NO	IN PROGRESS
Change Disposable Air Filters Regularly			
Consider System Design/Operational Issues of Ventilation Systems			
Clean/Inspect/Maintain HVAC Systems			
Consider Energy Saving Ventilation Technologies			
Consider Compressor Airflow Audits and Evaluations			
Use Most Energy-Efficient Motor for Price Range			
Consider Air-to-Air Heat Exchangers			
Consider Variable Frequency Drives or Two-Speed Motors			
Improve Pump System Efficiency			
Consider Forklift Fuel Type and Truck Design Options for Facility			
Inspect Equipment and Electrical Systems			
Design Power Quality Program			
Protect Motors from Phase Loss			
Separate Communication and Electrical Lines			

Initiative	Complete?		
	YES	NO	IN PROGRESS
Implement Solutions for Power Transient			
Use an Uninterruptible Power Supply System			
Use Distributed Generation			
Use Combined Heat and Power Systems			