



BEST PRACTICES TO IMPROVE ENERGY PERFORMANCE

ACUTE CARE AND CHILDREN'S HOSPITALS • LOW-COST O&M CHECKLIST

Use the following checklist of low-cost O&M practice to identify opportunities, assign responsibility and track progress toward goals at your facility.

	Opportunity Exists	Target Reduction	Who is Responsible?	Target Date to Complete	Actual Date Completed	Notes
OPERATIONS & MAINTENANCE						
Ensure all equipment is functioning as designed						
Calibrate thermostats						
Adjust dampers						
Implement janitorial best practices						
Properly maintain existing equipment						
Review ENERGY STAR Registry of Labeled Buildings for ideas						
OCCUPANTS' BEHAVIOR						
Turn off equipment						
Institute an energy awareness program						
Adopt a procurement policy for ENERGY STAR qualified equipment						
Maximize use of daylight						
Install task lighting						
Train staff						
LIGHTING						
Change incandescents to CFLs						
Change T12s to T8 or T5						
Install occupancy sensors in back-of-the-house, infrequently used areas						
Install high efficiency LED exit signs						
Periodically clean the bulbs with a dry cloth						
De-lamp where illumination is excessive						
Only use lights that are needed						

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E-mail: energystarbuildings@epa.gov

	Opportunity Exists?	Target Reduction	Who is Responsible?	Target Date to Complete	Actual Date Completed	Notes
KITCHENS						
Pre-heat ovens no more than 15 minutes prior to use						
Keep refrigerator coils clean and free of obstructions						
Bleach clean with warm water						
Use fan hood only when cooking						
Purchase ENERGY STAR commercial cooking equipment						
COMPUTERS AND OFFICE EQUIPMENT						
Utilize power down feature on computers						
Purchase ENERGY STAR office equipment						
Install energy control devices on vending machines						
HVAC AND PLANT SYSTEMS						
Adjust thermostats for seasonal changes and occupancy						
Balance air and water systems						
Replace boiler burners						
Unblock air flow from unit ventilators						
Clean centrifugal chiller water tubes						
Clean and repair chilled water plants or package units						
Repair leaking steam traps						
Repair pipe and vessel insulation from steam and hot water distribution lines						
Repair malfunctioning dampers on unit ventilators						
Chemically treat feedwater						
Annually test combustion efficiency						
Clean and lubricate moveable surfaces and check actuator movement and set-points in the damper and economizer						
Perform boiler tune-ups						
Clean filters and fans						
Clean air conditional evaporator and condenser coil fins						
Align and adjust belts						

	Opportunity Exists?	Target Reduction	Who is Responsible?	Target Date to Complete	Actual Date Completed	Notes
HVAC AND PLANT SYSTEMS (CONTINUED)						
Check for air leaks in equipment cabinets and ducts						
Ensure proper operation of air damper						
Clean condenser and evaporator coils						
Properly charge refrigerant						
Install VFDs and energy efficient motors						
FANS						
Clean fan blades						
Inspect bearings						
Adjust/change belts						
Check fan current						
BUILDING ENVELOPE						
Regularly inspect doors and windows for air leaks						
Periodically inspect building for water leaks						
Check the caulking and weather stripping for leaks						
WATER HEATING						
Adjust water temperature to lower legal limit						
Periodically check the hot water systems for leaks						
Test the burners of gas or oil fired water heaters annually						
Periodically flush fixtures to prevent bacteria growth						
Annually flush storage-type hot water tanks						
Periodic maintenance on the hot water system						
Install or repair pipe insulation						



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