

# Building Energy Monitor (BEM) Checklist

The U.S. Army Garrison, Hawaii, proponent for this form is the Directorate of Public Works

Installation: \_\_\_\_\_ Bldg No. \_\_\_\_\_ Floor/Location \_\_\_\_\_ Unit/Activity \_\_\_\_\_  
 (Within Building)

ITEM	CHECK POINT DESCRIPTION	YES	NO	N/A	CORRECTIVE ACTION
1	Are lights off in areas unoccupied for more than 5 minutes?				
2	Are exterior lights off during daytime hours?				
3	Is lighting used only when needed after hours and on weekends?				
4	Are A/C thermostats set to 74 degrees?				
5	Is air conditioning turned off in unoccupied workspaces?				
6	Are doors and windows for air conditioned areas closed?				
7	Are exhaust fans run only when required?				
8	Are restroom fans and lights secured when unoccupied and at the close of business?				
9	Are there any leaking faucets?				
10	Are there any leaking toilet/urinals?				
11	Is landscape watering done outside the hours of 0900 to 1700?				
12	Is watering limited to ¼ - ½ inch with no running off, puddling or broken heads?				
13	Are sprinklers aimed only at landscape and not onto building/roads/sidewalks?				
14	Are personnel advised in and practicing the use of full loads for laundry?				
15	Are there no personal sized refrigerators & all items consolidated into a full sized refrigerator?				
16	Is unused equipment turned off or in sleep mode during work hours?				
17	Is office equipment secured at the close of business?				
18	Are there any leaking compressed air lines?				
19	Are all new or replaced equipment such as refrigerators and window unit AC's Energy Star Compliant?				

Unit/Activity POC \_\_\_\_\_ Phone \_\_\_\_\_ Email \_\_\_\_\_

Inspected by \_\_\_\_\_ Date \_\_\_\_\_

**USAG-HI Form 6, Sep 09** (This form supersedes USAG-HI Form 6 dated Jul 06, which is obsolete)

This form is prescribed for use in Memorandum, USAG-HI, IMPC-HI-ZA, 14 Sep 09, subject: Memorandum of Instruction (MOI) Building Energy Monitor (BEM) Program