

Unit Energy Conservation Officer (UECO) Checklist

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

Installation: _____ Bldg No. _____ Unit/Activity _____

ITEM	CHECK POINT DESCRIPTION	YES	NO	N/A	CORRECTIVE ACTION/NOTES
1 *	Is there a BEM assigned to every building or portion of the unit occupies?				
2 *	Does the UECO have appointment orders on file for all BEMs?				
3 *	Does the UECO have appointment orders on file with the BEM Program Manager?				
4	Is the UECO documenting spot checks of the BEMs within their unit?				
5	Ensure BEMs are submitting service requests for broken items & tracking.				
6	Is the UECO ensuring subordinate chain of command leadership is taking a pro-active approach to energy conservation?				
7	Are all operations that involve energy being reviewed for conservation opportunities?				
8	Is there a viable consolidation plan for when the unit moves to the field?				
9	Have all buildings not currently in use had a walkthrough to ensure all possible energy using items are off?				
10	Is the UECO ensuring unit personnel are following applicable energy policy?				
11	Ensure deserving BEMs are being recognized, input for Garrison award.				

* any item not completed are automatic failure of audit.

Unit/Activity UECO _____ Phone _____

Inspected by _____ Date _____

USAG-HI Form 8, Sep 09 (This form supersedes USAG-HI Form 7, Aug 09, which is obsolete)

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