

Energy Conservation Required Measures

1. Complete an energy audit through a utility or other audit provider.
2. Complete the following procedures on your HVAC (heating, ventilation and air conditioning) and refrigeration system and keep a maintenance log.
 - a: Complete regularly scheduled maintenance at least once a year for the furnace and air conditioner
 - b. Clean permanent filters with mild detergents every two months (change replaceable filters every two months).
 - c. Check entire system each year for coolant leaks, duct sealing, clogs, and obstructions of air intake and vents
 - d. Clean condenser coils of dust and lint one or two times a year
 - e. Clean evaporator coils of excessive frost.
 - f. Inspect and repair economizers on AC systems.
3. Sign up with the [EPA's portfolio manager](#) to track energy, water, and natural gas usage.
4. Set the temperature on water heaters to no more than 120 degrees Fahrenheit. Businesses in the food and health care industries are exempt.
5. All accessible hot water pipes and cold suction lines must be insulated, especially within 3 feet of the water heater.
6. Replace all T12 fluorescent lighting with energy-efficient T8 or T5 fixtures with electronic ballasts or other equivalent efficiency lighting. Over 75% of light fixtures must be compliant and there must be a plan to upgrade those that aren't compliant.
7. Replace non-dimming incandescent bulbs with compact fluorescents. Replace low wattage dimming and non-dimming incandescent bulbs with cold cathodes. Use halogen lamps only for low wattage spotlighting in retail environments. Over 75% of light fixtures must be compliant and there must be a plan to upgrade those that aren't compliant.
8. Improve exit sign efficiency to less than 5 watts per sign by using LED signs, electroluminescent, photoluminescent, or other applicable signs. Over 75% of light fixtures must be compliant and there must be a plan to upgrade those that aren't compliant.
9. Post signs reminding employees to turn off lights and appliances when they are not needed.

Energy Conservation Optional Measures (complete 5 of the following)

10. Use lighting controls such as dual technology occupancy, bypass delay timers, photocells, or time clocks, especially in low occupancy areas such as closets and restrooms.
11. Use daylight dimmers that turn lights off automatically when light is sufficient.
12. Purchase office equipment with energy saving features (e.g. ENERGY STAR®) and ensure ENERGY STAR® settings are enabled.
13. Use power management software programs that save energy by automatically turning off idle monitors and printers.
14. Install or use plug load controllers for office equipment or power management software that switches equipment off after working hours or use power strips and manually switch off after working hours.
15. Increase lighting efficiency by installing optical reflectors and/or diffusers.

16. Use ceiling fans to circulate warm and cold air when needed.
17. Use economizers on A/C to increase air circulation.
18. Use occupancy sensors to adjust set points for the air conditioning, and heating equipment and to control other electrical devices and appliances.
19. Institute a written policy that ensures blinds and curtains are closed during peak summer period (white reflects light).
20. Set thermostat to 76° F for cooling, 68° F for heating; use timing devices to turn system down after hours.
21. Provide shade for HVAC condenser, especially roof-top units.
22. When repainting or replacing building exterior and roof, choose light colors to reflect more sunlight.
23. Clean lighting fixtures, diffusers and lamps twice a year so they are lighting as effectively as possible.
24. Set refrigerator temperature between 38°F and 41°F and freezer between 10° F and 20°F.
25. Install renewable energy.

Energy Conservation - Business Specific Optional Measures

Retail/Office

26. Use task lighting rather than lighting entire office area.

Restaurant

27. Operate dishwashers only when fully loaded.