

BEM Name: \_\_\_\_\_

Facility Number: \_\_\_\_\_

# Building Energy Monitor Checklist

(immediately prior to weekends/holidays or during during audits)

## Lights

All private & common lights off?  
(offices, corridors, bathrooms, etc)

All lesser used interior lights off?  
(storage, comms rooms, closets, etc)

All exterior light switches off?  
(unless controlled via photocell or clock)

## HVAC

All windows/doors closed?  
(building envelope must be sealed)

All setback temps selected?  
(set t-stats back to 45F to 55F)

All warm-up schedules on?  
(program t-stats "on" .5 to 1 hr early)

## Plug Loads

All monitors/TVs off?  
(screen savers do not count as off)

All printers/copiers/faxes off?  
(“sleep” modes for day usage only)

No unauthorized electronics on?  
(from Energy Conservation Policy)

### Remember:

- AR 420-1 Ch 22 temperature rules apply
- Space heaters and personal fridges prohibited
- Email new BEM/ABEM appointment letters to E Mgr
- Email E Mgr with specific problems/ideas in your facility

### Resources:

- BEM Checklist available electronically at:  
[monterey.army.mil/DPW/energy.html](http://monterey.army.mil/DPW/energy.html)
- Facility info available on demand, contact:  
E Mgr, 242-7508, [usarmy.pom.usag.mbx.energy@mail.mil](mailto:usarmy.pom.usag.mbx.energy@mail.mil)

# Building Energy Monitor Quarterly Checks

Objective: To meet federal reduction mandates by identifying low or no cost (LC/NC) energy or water conservation measures in facilities

Instructions: Complete this form quarterly by inspecting your facility for the following LC/NC actions and emailing to Energy Management (usarmy.pom.usag.mbx.energy@mail.mil)

Be sure to checkmark applicable opportunities and include brief details on quantity/location or "X" out non-applicable actions and add a short explanation on how the opportunity is not available  
Contact Energy Management at 242-7508 for questions on identifying LC/NC measures in your building

Low/No Cost Opportunity	Description	Details/Explanation	
<input type="checkbox"/>	Exterior Lighting	yellowish parking, path, and wall lights around the building exterior can be retrofitting to LED or induction	
<input type="checkbox"/>	Exterior Lighting Controls	exterior lights ran off a manual light switch can be better controlled via photocell or time clock	
<input type="checkbox"/>	Interior Lighting	incandescents and old-style fluorescents (1.5" tubes) should be replaced with CFLs and low-wattage T8s	
<input type="checkbox"/>	Interior Lighting Controls	common areas with open layouts (conference, class, break, & hall areas) are especially fit for motion sensors	
<input type="checkbox"/>	Exit Lighting	exit signs run 24/7 and can be retrofit with LEDs if incandescents are inferred from thick frame or dimness	
<input type="checkbox"/>	De-Lamping	identify obviously overlit areas (offices, redundant emergency lights) for analysis of bulb/fixture reduction	
<input type="checkbox"/>	Programmable T-Stats	wall thermostats should be retrofit to 7-day programmable units for AR 420-1 temps and setbacks	
<input type="checkbox"/>	Door/Window Seals	visible breaks in the building envelope waste heat and can be handled with caulk, insulation, or door closers	
<input type="checkbox"/>	Pipe/Duct Insulation	unheated spaces (mech rooms, storage, ceilings) can have uninsulated pipe/duct (often from recent O&M)	
<input type="checkbox"/>	Energy Star Equipment	office equipment must be Energy Star; also Energy Star power-saving features are often not programmed	
<input type="checkbox"/>	Space Heaters	personal space heaters are energy hogs that can mask HVAC problems requiring attention and are not allowed	
<input type="checkbox"/>	Personal/Excess Refrigerators	mini fridges are inefficient, prohibited for single use, and often result in fridge space in excess of allowances	
<input type="checkbox"/>	Motion-Sensor Power Strips	acquire and install power strips that turn off non-essential plug loads during unoccupied times	
<input type="checkbox"/>	Vending Machines	AAFES manages and upgrades POM vending machines to Energy Star (with motion sensor) units	
<input type="checkbox"/>	Water Reduction	identify leaky fixtures or sinks, showers, & toilets using more than Watersense flow (.5 gpm, 2 gpm, & 1.28 gpf)	