

Building Energy Monitor Reference Sheet

*This sheet is for reference only and does not count towards the BEM monthly checklist. Please utilize this reference sheet during walk-throughs of your organization's buildings, then complete the online BEM checklist at: https://home.army.mil/lewis-mcchord/index.php/my-Joint-Base-Lewis-Mcchord/all-services/public_works-environmental_division/building-energy-monitor

Doors and Windows			
Question	Yes	No	N/A
Are there any gaps around exterior doors or windows?			
During the heating season (Oct-May), are windows and doors being left open?			
Lighting			
Question	Yes	No	N/A
Are any exterior lights on your building, or in your parking area, on during the daylight hours?			
Are interior lights being turned off when no one is in the building?			
Heating and Cooling			
Question	Yes	No	N/A
Are there any steam leaks in or around your building?			
Have all personal space heaters been removed?			
Are the radiators clean and unobstructed?			
Are the exposed steam or hot water pipes fully insulated?			
Are thermostats set to the correct set points of 68F for heating and 78F for cooling?			
Are there any areas of your building that are excessively warm?			
JBLM Main, North, and McChord: Have all portable or window mounted A/Cs been removed?			
YTC Only: Are window mounted A/Cs properly covered to prevent air leaks during the heating season?			
Water			
Question	Yes	No	N/A
Are there any leaking or dripping faucets?			
Are there any toilets or urinals that continuously run?			
Resiliency			
Question	Yes	No	N/A
Does your building have an emergency generator?			
Are there any uninterruptable power supplies (UPS) in your building?			
Office Equipment			
Question	Yes	No	N/A
Are all computer monitors shut off at the end of the day?			
Are all printers, fax machines, multi-function devices, or other similar equipment shut off at the end of the day?			