

ENERGY CONSERVATION BEM CHECKLIST (DAILY)

BEM: _____ MONTH: _____ BLDG#: _____ BRIGADE/BATTALION/COMPANY: _____

BLDG	DAYS	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
ADMIN/OFFICE SPACE:																																
1. Doors/windows closed at the end of day																																
2. Thermostats work & set at proper temperature																																
3. Portable heaters are not used without authorization																																
4. Water faucets and showers been turned off																																
5. Check for visible steam or hot water leakage																																
LIGHTS:																																
1. Lights turned off in unoccupied area																																
2. Exterior lights off during daylight hours																																
3. All lights turned off after daily use & in weekends																																
4. Restroom lights & fans turned off after daily use																																
MOTOR POOL/MAINTENANCE AREA:																																
1. Compressors turned off																																
2. Generators turned off																																
3. All lights turned off after daily use & in weekends																																
4. Ventilation fans off when not in use																																

EXAMPLE