













ENERGY ASSESSMENT

	BUILDING ENVELOPE		
√	Checklist	Actions	\$
	1. Are all windows and doors properly aligned and operational?	Check doors and windows fix any problems	
	2. Is weather-stripping and caulking in place and intact on windows, doors, conduits, piping, exterior joints, or other areas of infiltration?	Caulk, weather-strip and form seal around doors, windows and other spaces to plug air leaks	
	3. Are doors and/or windows separating conditioned from non-conditioned areas (including outdoors) utilized properly?	Make signs asking people to close doors and/or windows	
	4. Are all windows double paned?	Replace with double paned Energy Star windows. There is a 1500 lbs/yr carbon reduction per window replaced. If you can't replace windows, add air-gap window films to seal leaky windows. Attach storm glazing to the sashes of windows that open (good for stained glass).	
	5. Is there insulation between conditioned and unconditioned spaces?	Insulate ceiling, walls and basement. Where practical, cover windows and through the wall cooling units when not in use. In windy areas, install wind screens to protect outside doors. Consider adding reflective or heat absorbing film to minimize solar heating in summer and heat loss in winter. Proper insulation can save you 25% on your heating bill.	
	6. Is there at least 7 inches of insulation in your ceiling/roof?	Install insulation where it is lacking and repair any roof damage.	
	7. Are blinds and curtains used to help insulate the building?	Keep curtains and blinds closed at night during the winter and during the day in the summer (this may mean instructing office and custodial staff to open/close blinds in the mornings/evenings).	
	HEATING AND COOLING SYSTEMS		
	8. Are on heating/cooling units safe from occupant manipulation?	Make sure that thermostats are locked or inaccessible so that occupants do not tamper with them.	
	9. Are space temperatures similar to thermostat settings?	Thermostats should be in a central location, away from areas subject to extreme temperature fluctuations (e.g. a window or heating or cooling unit).	
	10. Are thermostat settings adjusted for changes in seasons?	Adjust for seasons. Turn your thermostat down in the winter and up in the summer (try 68° in winter and 78° in summer). Use outside air rather than AC for cooling and ventilation, whenever possible. It may be easier or more efficient to have separate thermostats for controlling heating and cooling.	
	11. Does your congregation refrain from heating or cooling unoccupied or little-used areas unnecessarily?	Try to schedule activities in spaces that can be conditioned separately from the rest of the building. In other words, use your cooled/heated space efficiently. Use spot heaters/coolers in large spaces with low occupancy.	
	12. Is heating/cooling equipment set to start as occupants arrive and/or set to stop operating during last hour of occupancy?	Reduce thermostat settings by at least 10°F and/or shut down AC units at nights and for any long period of time when the space will be unoccupied (55° is good for winter). A programmable thermostat to automatically adjust temperatures can help with this tremendously. Experiment with start-up and shut-down times to keep the building more comfortable while it is occupied (especially at worship times). During the last hour of occupancy, reduce or turn off the heating and cooling, allowing the building to "coast".	
	13. Does air flow to space feel adequate and consistent from one space to another?	Post signs reminding people not to put objects in places where they will obstruct air flow.	

ENERGY ASSESSMENT

14. Are exhaust system (i.e. restroom fans) operation programmed?	Stop using unnecessary exhaust fans and re-wire restroom exhaust fans to operate only when lights are on.	
15. Do air filters and heating/cooling coils receive scheduled maintenance?	Replace air filters regularly. Develop a maintenance schedule and install filter pressure-drop gauges. This can reduce energy costs by up to 5%!	
16. Is duct or pipe installation present and intact?	Install/repair installation.	
HEATING		
17. Are air inlets or outlets clean and unobstructed?	Check air duct openings to make sure nothing is blocking the air flow. Also see #13.	
18. Are boilers maintained on a scheduled basis?	Install a new Energy Star furnace or boiler if you need one. This could mean huge operational savings-both in carbon emitted and in heating bills! Schedule annual HVAC maintenance checks and stick to them.	
COOLING		
19. Are refrigeration condensers or coils clean, unclogged and/or functioning efficiently?	Schedule regular maintenance for your AC. Make sure that your AC's condensers or coils are clean, unclogged and functional. Replace your old AC with a more efficient one.	
DOMESTIC HOT WATER		
20. Is hot water temperatures set so that it doesn't scald?	Keep your water heater's thermostat no higher than 120°F.	
21. Is system insulation present and intact?	If your water heater is more than 5 years old, wrap it in an insulating jacket.	
22. Is the hot water system de-centralized with small domestic hot water heaters instead of a large central boiler?	Replace your standard electric water heater with a high-efficiency Energy Star unit. (On-demand water heaters are the most efficient.)	
23. Are water temperatures reduced during unoccupied periods?	Reduce water temperatures to the lowest setting during unoccupied periods either manually or with an automatic control device.	
LIGHTING		
24. Are fluorescent or LED lamps used instead of incandescent in offices, meeting spaces, hallways, and sanctuaries (wherever possible)? Are your exit signs LED?	Replace old light bulbs with compact fluorescent light bulbs and save 180 lbs of carbon per year for each bulb. Go to www.ShopIPL.org to get details on CFLs, LED exit signs and other energy savers. If every U.S. home replaced just one light bulb with a compact fluorescent bulb, we would save enough energy to light more than 3 million homes for a year, more than \$600 million in annual energy costs, and prevent greenhouse gases equivalent to the emissions of more than 800,000 cars.	
25. When burned out fluorescent lamps and/or ballasts have been replaced, have more efficient lights been installed (i.e. lower watts in sunny rooms used primarily during the day)?	Replace T12 fluorescent lights with T8 bulbs (will need retrofiting). New ballasts and bulbs can be found at www.ShopIPL.org .	
26. Is decorative lighting used sparingly and/or controlled optimally? In fixtures where fluorescent lamps have been removed, have the ballasts been disconnected?	Don't use more light than you need. Get rid of extraneous bulbs and disconnect their ballasts. Replace unnecessary fluorescent tubes with "dummy" types that don't draw very much current but still provide uniform lighting.	
27. Is lighting always turned off in unoccupied areas?	Turn off the lights, make signs, install motion sensors or timed switches.	
28. Are lamps and fixtures clean? Do ceilings and other room surfaces adequately reflect light because they are clean, bright and free from dirt?	Dust buildup reduces reflectivity and effectiveness. Create a regular cleaning schedule for lamps, light fixtures, ceilings and other reflective surfaces.	

ENERGY ASSESSMENT

29. Is daylight used effectively (i.e. work stations are close to windows?)	Use natural lighting whenever you can. Put work stations next to windows and turn off the lights when it's sunny.	
30. Is security/outdoor lighting automatically controlled and/or do lighting levels stay within adequate boundaries (i.e. they're not excessive)?	Don't forget that all of the above suggestions, especially # 24, 25, and 27, apply to outside and security lighting as well.	
REFRIGERATION AND ANCILLARY		
31. Is your freezer free of icy build-up?	Make sure that your refrigerator/freezer condensers or coils are clean, unclogged and functional.	
32. Is your refrigerator temperatures set correctly (i.e. food toward the back top is sometimes frozen)?	Make sure that your refrigerator is set to be adequately cool, but no colder than necessary.	
33. Is kitchen equipment used efficiently (i.e. exhaust hood fans off when not in use, coffee makers off when coffee is finished brewing)?	Use your kitchen efficiently (another place for signs). Cook with lids on, only preheat ovens for baked goods, provide ovens and fryers with loads all of the time they are heated and on, shut down exhaust hood fans when not required, and use microwave ovens to heat small quantities of food.	
34. Is laundry equipment used efficiently if it is present?	Replace inefficient washers with Energy Star appliances (visit www.ShopIPL.org for discounted rates), wash full loads, clean lint screens before /after each use, use cold water rather than hot whenever possible, and hang laundry to dry.	
35. Are freezers and refrigerators kept full?	Save 2300 lbs of CO2/year by replacing refrigerators more than 10 yrs old and other old appliances with Energy Star ones, and dispose of unnecessary or unused old appliances. Visit www.ShopIPL.org to order Sears Energy Star appliances at a discounted rate. They will haul away your old appliance when they bring the new one. If there is a lot of extra space in your refrigerator or freezer, fill it up with jugs of water.	
36. Are electronic devices and office equipment turned off and unplugged when not in use?	Cut your phantom load by turning off computers, chargers and other standby electronics by unplugging or using a power strip. (Phantom loads are the energy that appliances use when they are plugged in, even when they are not turned on. They account for 6% of electricity usage in the US.)	
37. Are LED holiday lights used?	Switching to LED lights on one tree will save 122lbs of carbon per season.	
38. Are LED exit signs installed?	Visit www.ShopIPL.org to buy LED exit signs. Exit sign requirements differ from state to state, so brush up on local codes before you buy any new signs.	
TRANSPORTATION		
39. Does a congregational car sharing program exist?	Encourage carpooling and organize a car sharing system for your congregation. Find out the public transportation stops that are closest to your church and encourage people to use them, even if it means organizing a shuttle system to get them to and from worship.	
40. Do congregation-owned vehicles receive proper maintenance?	Regular tune-ups, maintenance of tire pressure and changing the air filter will increase fuel efficiency and decrease pollution.	
41. Are bike racks installed at your congregation?	Build a culture for biking, encourage it by installing bike racks on your church property and hold promotional "bike to worship" days.	
VARIOUS & SUNDRIES		
42. Do you maintain pesticide-free outdoor lawns and plantings with manual tools?	Consider manual tools. Gasoline powered landscape equipment (mowers, trimmers, blowers, and chainsaws)	

ENERGY ASSESSMENT

		account for over 5% of our urban air pollution. Reduce or stop use of pesticides. Residential application of pesticides is typically at a rate of 20 times that of farmers per acre. (Statistics from the US EPA).	
	43. Does your congregation make good use of its land?	Think about planting a community garden or a native prairie. Plant trees. Tear up impermeable surfaces that aren't being used and replace them with plants – a lawn has less than 10% of the water absorption capacity of a natural woodland (US EPA).	
	44. Do you lift up environmental issues in visible ways during worship?	Encourage sermons that educate about caring for creation. Use organic, seasonal and/or potted altar flower, organic communion wine and bread, etc. Visit www.theregenerationproject.org/Resources.htm for resources and ideas.	
	45. Have you figured out ways to get your youth involved in all of this?	Organize activities and integrate environmental issues into the youth curriculum, or have your youth group sell CFLs as a fundraiser and a way to help people reduce energy and save money at home.	
GOODS & SERVICES			
	46. Are office supplies and cleaning products purchased in bulk to reduce packaging?	Avoid unnecessary and excessive packaging wherever possible.	
	47. Are foods and refreshments purchased sustainably (as locally and organic as possible)?	Buy local products when possible to reduce the distance food needs to be transported. Buy organic to reduce the need for synthetic fertilizers and pesticides.	
	48. Do you purchase eco-sensitive products (postconsumer paper and petroleum-free, chemical sensitive cleaning products)?	Invest in organic, recycled or reusable, and sustainable food, office supplies, paper products, cleaning supplies, furniture and fixtures, textiles, printing and publishing, and construction and renovations. Ask your custodian or cleaning services to find out which eco-friendly products they prefer and would be willing to start using.	
WASTE			
	49. Does your congregation recycle paper, plastic, glass, and/or metal?	Check out local recycling information at www.earth911.org or your local government's website. For every ton of aluminum recycled, 10 tons of carbon dioxide are saved. For every ton of glass, 0.32 tons of CO2 are saved, and for every ton of plastic, approximately 1.7 tons of CO2 are saved.	
	50. Does your congregation compost food/yard waste?	Even if your kitchen waste is too much to handle, you can reuse your yard clippings as mulch. According to the EPA, yard wastes, mostly grass clippings, comprise 20% of municipal solid waste collected and most still ends up in landfills. Find out more on how to compost at http://www.planetnatural.com/site/xdpy/kb/composting-yard-waste.html , http://www.gardenguides.com/how-to/tipstechniques/planning/compost.asp , or http://www.howtocompost.org/ .	

The suggested actions with a sun next to them provide some of the biggest carbon savings possible.



The statistics above, unless otherwise cited, are from the Cool Congregations program, originally implemented by Iowa Interfaith Power & Light.