Energy Checklist Instructions

1.	**The checklists are provided for guidance. Feel free to add or remove items to customize for your hotel (ex. If your hotel has a firepit, or does not have a pool).**
2.	**There is one checklist per tab. They are currently formatted to print on a single 8 1/2 x 11" page.**
3.	**All hotels are responsible for the Housekeeping and Engineering checklists.**
4.	**Select Service hotels do not have to complete the Banquet or Kitchen checklists.**

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Engineering

Checklist v1

Weekly Energy Checklist: Fab Four

Hotel: _____ **Time of Walk:** _____

Date: _____

Tasks	Comments
Mechanical Room	
Verify that all equipment is running at optimum efficiency	
Verify that the HVAC system is properly balanced	
Develop a "Load Shedding Schedule"	
Verify that flues are in good condition	
Verify that mixing valves are set correctly and checked	
For hotels with variable frequency drives verify they are set-up correctly	
Verify that mechanical space heaters are set for freeze protection only	
Train Team on all Equipment ESP settings and label all equipment with ESP setting	
Fitness Center	
Verify that drinking fountain water temperature is set to cool, not cold	
Pools	
Verify that pool and spa water levels are maintained no more than 1" above skimmer level	
Verify that the cooling tower and pool auto fill valves are set correctly	
Lobby / Ex-offices	
Verify that every ceiling tile is in place so we are not heating the area above	
Verify that stairwell heaters are set for freeze protection only	
Inspect all door and window weather stripping	
Verify that attic spaces are properly vented	
Outside / Exterior	
Verify that the dumpster is only picked up when full	
Verify that outside air dampers are cleaned	
Verify that no sections of the lawn are getting overly soaked	
Confirm team is trained on the above checklist	

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Engineering

Checklist v1

Daily Energy Checklist: Energy Buddy

Hotel: _____ **Time of Walk:** _____

Date: _____

Tasks	Comments
Mechanical Room	
DHW Supply ESP	
DHW Return Temp ESP	
Chill water Supply Temp ESP	
Chill water return temp ESP	
Heating loop supply temp ESP	
Heating loop return temp ESP	
Laundry DHW Supply Temp ESP	
Kitchen water Supply ESP	
Chiller settings ESP	
Boiler settings ESP	
EMS set for nightly setback	
EMS set for daily meetings	
Fitness Center	
Lighting	
Temperature	
Pool / Spa	
Water Temp (84) ESP - Indoor Pool	
Water Temp Spa (103) ESP - Indoor Pool	
Check pool water temperatures	
Check spa water temperatures	
Check sauna's shut down schedule	
Check that pool pumps are shut down at night	
Make sure water features are shut down at night	
Lobby / Ex-offices	
Lighting	
Thermostat setting	
Make sure lights in hotel are only on when needed	
Make sure gift shop display lights are shut down completely each day	
Kitchen	
Test burner flame quality	
Confirm kitchen exhaust fan control and shut down schedule	
Make sure ice bins are racked each night to allow maximum ice production	
Storerooms	
Check that linen room and storeroom temperatures are set to optimum temperatures	
BOH & Closets	
Turn off lights in restrooms	
Turn off lights in locker rooms	
Turn off hallway lighting	

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Weekly Energy Checklist: Fab Four

Hotel: _____ **Time of Walk:** _____

Date: _____

Tasks	Comments
Housekeeping	
Confirm staff knows to set room temperatures to desired level	
Confirm staff receives training on energy conservation	
Laundry	
Review lint cleaning log with staff	
Team is trained on how to use scales to maximise wash/dryer loads	
Train team on ESP settings on Dryers and Ironer. Ensure ESP setting is labeled on equipment	
Review wash cycles and set as low as possible	
Confirm Housekeeping guidelines are posted in linen room	
Confirm team is trained on the above checklist	

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Housekeeping

Checklist v1

Daily Energy Checklist: Energy Buddy

Hotel: _____ **Time of Walk: _____**

Date: _____

Tasks	Comments
Laundry / Housekeeping	
Dryer ESP	
Dryer run time	
Ironer ESP	
Ironer run time	
Air compressor run time	
Report Water leaks	
Report Steam leaks	
Thermostat ESP	
Set room temperatures to desired level	
Turn off lights in guestrooms when leaving the room	
Turn off lights in linen room when leaving the room	
Clean and log dryer lint screens	
Team is using scales to weight correct load sizes	
BOH & Closets	
Turn off lights in restrooms	
Turn off lights in locker rooms	
Turn off hallway lighting	

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Banquet

Checklist v1

Weekly Energy Checklist: Fab Four

Hotel: _____ **Time of Walk:** _____

Date: _____

Tasks	Comments
Meeting Rooms	
Confirm banquet staff have been properly trained to operate the air walls	
Train Banquet team on Correct ESP settings for Thermostats	
Confirm meeting room lighting controls are clearly labeled	
Verify that meeting room dimmer panels have been serviced and inspected	
Pre-Function	
Confirm banquet staff uses the set-up light levels when setting for a function	
Banquet manager tours throughout set-up looking for ways to conserve	
Confirm team is trained on the above checklist	

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HEI HOTELS & RESORTS

Banquet

Checklist v1

Daily Energy Checklist: Energy Buddy

Hotel: _____ **Time of Walk: _____**

Date: _____

Tasks	Comments
Meeting Rooms & Pre-Function	
Equipment turned off when not in use	
Report Water leaks	
Verify Thermostat ESP is correct	
Lighting turned off at closing	
Turn lights off if not in use in pre-function areas	
Turn lights off if not in use in pre-function restrooms	
Adjust AC for overnight hours in pre-function area	
All meeting rooms are set to proper temperature when not in use	
Meeting room doors are not propped open	
Meeting rooms are inspected for light outages	
BOH & Closets	
BOH lighting levels are reduced at night	
Thermostat ESP	
Cooler ESP	
Freezer ESP	
Report Water leaks	
Lighting turned off at closing	

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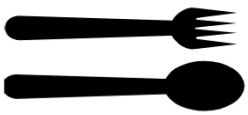
Kitchen



Checklist v1

Weekly Energy Checklist: Fab Four

Hotel: _____ **Time of Walk: _____**

Date: _____

Tasks	Comments
Kitchen	
Determine if any kitchen equipment can be shut down	
Verify that water is not running continuously when thawing products	
Confirm freezer doors are not propped open when loading and unloading	
Train team on correct ESP settings for all kitchen equipment and that all equipment is labeled at correct ESP	
Avoid having multiple gas burners on when not in use	
Confirm kitchen light switches are properly labeled	
Confirm restaurant and lounge light switches are properly labeled	
Confirm kitchen lighting levels are reduced when appropriate	
Confirm restaurant and lounge lighting levels are reduced when appropriate	
Weekly training with team on the above checklist	

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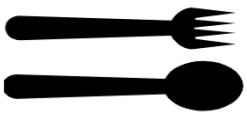
Kitchen



Checklist v1

Daily Energy Checklist: Energy Buddy

Hotel: _____ **Time of Walk:** _____

Date: _____

Tasks	Comments
Kitchen	
Equipment turned off when not in use	
Report Water leaks	
Cooler ESP	
Freezer ESP	
Dishwasher ESP	
Lighting turned off at closing	
Turn off continuous flow wash, drain sinks and ice cream scooper wells	
Dishwasher is inspected and monitored	
Ice bin door is kept closed	
All doors leading to kitchen are closed tight	
All faucets and drains are inspected for leaks	
Outlets	
Thermostat ESP	
Outlets lighting turned off at closing	

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