

### HVAC

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- Check air filters and replace if dirty. If your facility does not have an air filter replacement protocol, create one to check and change the filters every 3-6 months. Dirty air filters will reduce the total air being supplied, which means the cooling/heating mechanism in the unit will have to run longer to cool/heat the space or will not be able to keep up the cooling/heating load on the hottest/coldest days.
- Reset all thermostats in unoccupied rooms to an unoccupied setback. This could be a maximum of 85 F for cooling and a minimum of 55 F for heating.
- In unoccupied rooms, set each room's unit to cycle the fan with heating/cooling loads.

### LIGHTING

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- Turn off the lights in all unoccupied rooms, leaving on only security/egress lighting in the corridors.
- Consider replacing the security lights with LEDs. For example, there are LED replacement tubes that fit into existing T8 light fixtures. Confirm the type of light fixture and availability of LED replacements compatible with that fixture. LEDs' superior lamp life, operational savings and dimmability can offset their higher initial cost.

### VENTILATION

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- Shut off general exhaust fans serving all unoccupied spaces.
- When your facility kitchen is not being used, shut off all kitchen hoods and makeup air units serving them.

### WATER

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- Check the facility for leaks and repair any that are found.
- Check the GPM on the faucets and replace the aerators on faucets with low-flow aerators. Use a maximum of 0.5 GPM for bathroom faucets.
- Check the GPM on the shower heads and replace them with low-flow shower heads. Use a maximum of 2.0 GPM for shower heads.

### MISCELLANEOUS

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- Unplug all electronics not being used (e.g., TVs, clocks, hair dryers). While these electronics might be turned off, they can still use energy if plugged in.
- Close the blinds in unoccupied rooms to limit radiant heat gain from the sun into the space.