

**ENERGY CONSERVATION INSPECTION REPORT
REFERENCE USAFACFS REG 420-1**

ORGANIZATION INSPECTED				DATE
Building Number(s)				
<input type="checkbox"/> Initial Inspection	<input type="checkbox"/> Re-Inspection		<input type="checkbox"/> Courtesy Inspection	
<input type="checkbox"/> Superior	<input type="checkbox"/> Excellent	<input type="checkbox"/> Satisfactory	<input type="checkbox"/> Unsatisfactory	Total Number of Deficiencies

RATING PROCEDURES: Energy Conservation deficiencies are shown opposite subjects inspected. Subjects marked with a NO compliance constitute one deficiency. Ten deficiencies result in an UNSATISFACTORY rating. Unsatisfactory inspection reports are subject to be forwarded to the Installation Chief of Staff for review and appropriate action.

The following subjects are inspected for compliance in accordance with USAFACFS Reg 420-1. A checkmark at the far right indicates the inspector has provided additional information on the subject inspected and can be found in the comments section of this report.

A. MANAGEMENT

COMPLIANCE		SUBJECTS INSPECTED	
YES	NO		
<input type="checkbox"/>	<input type="checkbox"/>	1. Copy of USAFACFS Reg 420-1, 1 Oct 96, is on file.	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	2. Changes to USAFACFS Reg 420-1 are current.	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	3. Organizing Energy Staffing Plan (energy chain of command) is on file and is being used.	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	4. Organization Energy Officer is appointed in writing.	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	5. Energy Officer is familiar with energy related work orders submitted to DPW for action.	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	6. Energy Officer has contacted DPW for assistance if building energy deficiencies are beyond unit's capability to correct.	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	7. Energy Officer is conducting monthly inspections.	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	8. Energy conservation subjects are included in the organization's training program.	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	9. Building Energy Monitors are appointed in writing for each building.	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	10. Building Energy Monitors are conducting bi-weekly inspections.	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	11. Documented DPT exceptions-to-policy are available, if applicable.	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	12. Staff Duty Officers/Charge of Quarters look for energy deficiencies during daily inspections. Violations are reported to the Energy Officer.	<input type="checkbox"/>
		13. The following are for information purposes and are not rated.	<input type="checkbox"/>
		a. Energy conversation information is provided to all organization personnel.	<input type="checkbox"/>
		b. Organization encourages energy conservation suggestions.	<input type="checkbox"/>

YES	NO	SUBJECTS INSPECTED	
		c. Building occupants know their Building Energy Monitor.	<input type="checkbox"/>
		d. Assist visits are conducted by the organization's higher headquarters. If yes, when was last visit? MM/DD/YYYY / /	<input type="checkbox"/>
		e. Organizational personnel are recognized for exceptional energy conservation contributions.	<input type="checkbox"/>

B. ELECTRICAL

COMPLIANCE			
YES	NO	SUBJECTS INSPECTED	
<input type="checkbox"/>	<input type="checkbox"/>	1. Nonessential lighting has been eliminated.	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	2. Exterior lighting turned off during daylight hours.	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	3. Lights turned off when room/building is unoccupied.	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	4. Lighting levels do not exceed the requirements set forth in USAFACFS Reg 420-1.	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	5. Incandescent bulb wattage is less than or equal to allowable levels stated in USAFACFS Reg 420-1.	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	6. Floodlights are not used except where authorized by DPW.	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	7. Lamps, fixtures, and lenses are kept clean.	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	8. Light switches are not blocked by furniture or wall modifications.	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	9. Where applicable, DA Form 4283 has been submitted to replace incandescent lighting with fluorescent fixtures.	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	10. Burned out or flickering fluorescent tubes are replaced as needed.	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	11. Broken light switches have been replaced.	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	12. Electric fans are turned off when the room/area is unoccupied.	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	13. Exhaust fans are turned off when no longer needed.	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	14. Appliances are turned off when not used or when room/area is unoccupied.	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	15. Cooking appliances are not used in troop billets.	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	16. Refrigerators/freezers are defrosted when frost exceeds ¼ inch thickness.	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	17. Refrigerator/freezer door gaskets fit tightly.	<input type="checkbox"/>

C. HEATING AND AIR CONDITIONING

COMPLIANCE			
YES	NO	SUBJECTS INSPECTED	
<input type="checkbox"/>	<input type="checkbox"/>	1. Occupant controlled heating is turned off when outside temperature is higher than 60 degrees Fahrenheit.	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	2. Electric heaters are not used unless authorized by DPW.	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	3. Heating units with thermostats mounted near the ceiling and space heaters without thermostats have thermometers mounted at working level to maintain appropriate temperature.	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	4. Heat is turned off or reduced in non-occupied buildings.	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	5. In unairconditioned buildings, ceiling ventilation vents are closed during the heating season.	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	6. Thermostat setting information cards (FS Label 3) are posted at occupant controlled space heaters.	<input type="checkbox"/>

YES	NO	SUBJECTS INSPECTED	
<input type="checkbox"/>	<input type="checkbox"/>	7. Heating/air conditioning temperatures are set in accordance with USAFACFS Reg 420-1, appendix G.	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	8. Thermostat setting information cards (FS Label 3) are posted at occupant controlled thermostats.	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	9. Thermostat, registers, return air grills, etc., are not blocked by furniture or obstructed in any manner.	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	10. Return air grills are kept free from dust accumulation.	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	11. Thermostats and sensors have not been tampered with or damaged.	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	12. Exit and/or vestibule doors are kept closed while heating/air conditioning is on.	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	13. Windows (including storm windows) are kept closed while heating/air conditioning is on.	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	14. Warehouse and motor repair shop doors are closed promptly after equipment or supplies are passed through when heat/air conditioning is on.	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	15. Air conditioning units are not turned on before the official air conditioning season begins.	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	16. Occupant controlled air conditioning is turned off when outside temperature is less than 76 degrees Fahrenheit.	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	17. Window air conditioning filters are kept clean, by the user.	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	18. Air filters are used with all air conditioners.	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	19. Thermostat setting information card (FS Label 3) or 3x5 card are posted by all window air conditioners.	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	20. Building or rooms cooled by window air conditioners have a thermometer posted to determine settings that will maintain a temperature in accordance with USAFACFS Reg 420-1, appendix G.	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	21. Window air conditioners are covered during the winter to prevent heat loss.	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	22. Area around window air conditioner is sealed to prevent the loss of heated or cooled air.	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	23. Window air conditioners were approved by DPW before they were installed.	<input type="checkbox"/>

D. BUILDING ENERGY CONSERVATION

COMPLIANCE		
YES	NO	SUBJECTS INSPECTED
<input type="checkbox"/>	<input type="checkbox"/>	1. Broken, cracked, or missing window panes are replaced.
<input type="checkbox"/>	<input type="checkbox"/>	2. Misaligned, damaged, or missing exterior door has been reported on a work order to DPW.
<input type="checkbox"/>	<input type="checkbox"/>	3. Weather stripping and caulking is used where needed.
<input type="checkbox"/>	<input type="checkbox"/>	4. Automatic door closers are repaired promptly and kept at proper adjustment.
<input type="checkbox"/>	<input type="checkbox"/>	5. Broken door hardware is replaced or a work order is submitted to DPW.
<input type="checkbox"/>	<input type="checkbox"/>	6. Window latches operate properly and allow windows to close tightly.
<input type="checkbox"/>	<input type="checkbox"/>	7. Holes in walls, ceiling, or exterior doors are sealed.
<input type="checkbox"/>	<input type="checkbox"/>	8. Damages or missing ceiling panels are repaired or replaced.

E. WATER CONSERVATION

COMPLIANCE			
YES	NO	SUBJECTS INSPECTED	
<input type="checkbox"/>	<input type="checkbox"/>	1. Water faucets, hydrants, shower heads, etc., are not allowed to drip.	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	2. Water in urinals and commodes is not allowed to run continuously.	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	3. Hot water temperature is excessive.	<input type="checkbox"/>

F. INSPECTOR'S COMMENTS

COMMENTS :	
Individual Receiving Exit Briefing	
Organization	Rank
Inspector	Telephone
Organization	Telephone