

**HOME ENERGY AUDIT CHECKLIST - RESIDENT VERSION**

Resident Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

**HEATING AND COOLING SYSTEMS**

Yes	No	N/A	Item Description	Comments
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Is A/C thermostat set at 74-78 degrees or heat thermostats set at 68 - 72 degrees?	Each degree of heating or cooling can cost an additional four to five percent in energy costs.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Are fans (ceiling/portable) used to circulate air flow?	Not all homes come with ceiling fan, if resident chooses to purchase and install ceiling fans, alterations request must be approved by the housing office. *Some homes do not allow or have the capability for fan installation.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Is your ceiling fan(s) adjusted for the season?	Counter clockwise in cooling season to cool home, clockwise in heating season to force warm air from ceiling.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Is there a draft in the room?	Contact the Maintenance Dept. and submit a work order request indicating the location of the draft.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Do you adjust your thermostat in evenings/mornings?	If resident is out recommend adjusting 5-10 degrees.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Do you adjust your thermostat when taking long trips?	Heating not lower than 50 degrees due to pipes possibly freezing, cooling no higher than 85 degrees.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Is the exterior of HVAC clean; no debris blocking air flow?	Do not attempt to clean, contact the Maintenance Dept. but please make sure all areas are free of personal belongs.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Are front/back/garage doors &/or windows left open while A/C or heater are working?	Recommend home is closed up when either appliance is active.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Are vents in low traffic areas partially/fully closed to help push air to high traffic areas?	Example - If your family rarely uses the dining room area, it may be a good idea to close or partially close the vent which will in turn push the air flow into other parts of the home.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Are the air outlets/inlets free of obstructions?	Example - Please make sure no furniture is obstructing the vent.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Are windows open during spring/fall rather than using heating/cooling system?	In historic homes, at least one window per room should be operational. Contact the Maintenance Dept. & submit a work order request.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	During heating season, are blinds/curtains open in day and closed at night?	Allowing sunlight in during the day helps with heating and closing them at night blocks cold air.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	During cooling season, are curtains closed in day and open at night?	Preventing sunlight in during the day helps with cooling and opening them at night allows cooler air.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Do you have heat producing electronics/appliances located near thermostat(s)?	Don't place lamps or TV sets near your thermostat. The thermostat senses heat from these appliances, which can cause the air conditioner to run longer than necessary.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Are air filters replaced monthly?	Filters are available at the Maintenance Dept. or your local Community Office. You can also call in a work order should you not be able to access the closet to change the filter.

**Suggestions**

- To select ideal temperature, increase/decrease thermostat by two degrees every day until perfect temperature.
- When entertaining larger groups, adjust thermostat three to five degrees lower; the more people there are, the warmer the room(s) will be.
- When adjusting the thermostat, remember that the house will not warm up or cool down any faster if you crank up the thermostat past the desired temperature.

ELECTRONICS			Item Description	Comments
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Are electronics Energy Star rated?	To find out more information on Energy Star ratings, go to <a href="http://www.energystar.gov">www.energystar.gov</a>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Are electronics shut down or disconnected when not in use?	It is recommended that all equipment is turned off when not in use as energy will continue to be supplied.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Are TV(s) LCD or plasma?	Plasma TVs use twice as much energy as LCD TVs.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Are surge protector power strip(s) used for entertainment center equipment?	Use a surge protector due to lightning strikes and electrical companies power surges
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Do you use rechargeable batteries in cordless phones & remotes?	Studies have shown that using rechargeable batteries for products like cordless phones and PDAs is more cost effective than throwaway batteries.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Are chargers for rechargeable batteries, phones, laptops, MP3 players, iPads, unplugged when not in use?	Ten percent of the average US household electric is caused by unused electronics that are plugged into the wall.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Is the monitor on computers set to turn off after not being used for 15 minutes?	Set your monitor to go to "sleep". This can reduce energy usage. Also, do not use screensavers! They don't save energy, they use it.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Is the computer hard drive set to power down mode after 1 hour of not being used?	Enable the "sleep mode" feature on your computer, allowing it to use less power during periods of inactivity. In Windows, the power management settings are found on your control panel. Mac users, look for energy saving settings under system preferences in the apple menu.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Is the printer always off unless printing?	Save energy and space with a multi-function device that combines several capabilities-such as print, fax, copy, and scan. Enable power management features for additional savings. Turn off machines when not in use.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Any outlets not working?	If issues, contact the Maintenance Dept.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Is the garage opener functioning?	If issues, contact the Maintenance Dept.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Is the fitness equipment unplugged when not in use?	Unplug equipment that drains energy even when not in use
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Do you have a fish tank?	The smaller the fish tank, the less energy is used
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Do you use power tools?	Unplug cordless tools that you don't use that often. Although they may be turned off, the "standby" energy used is equal to that of a 75 watt light bulb running continuously

APPLIANCES				
Yes	No	N/A	Item Description	Comments
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Is the refrigerator set to 35-40 degrees and the freezer set to 0-5 degrees?	Check the temperature settings on the refrigerator. Too low a setting uses extra energy.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Is the refrigerator/freezer defrosted regularly?	Less than 1/4 inch of ice is a good guideline
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Is the refrigerator/freezer full?	Avoid overcrowding, reduces airflow.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Do the refrigerator/freezer door(s) seal completely?	To test use a \$1 bill, if easy to pull out, contact the Maintenance Dept.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Is there a refrigerator/freezer in the garage?	A refrigerator or freezer in an unheated garage will use more electricity in the summer.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Are the refrigerator/freezer coils/grills clean?	If appliance owned by resident, use a soft brush.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Are hot foods cooled prior to putting into refrigerator?	The cooling-off period should not hurt the taste of the food and will reduce the load on the refrigerator.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Is the refrigerator door kept open by family members deciding what to eat?	Avoid opening the doors often by planning ahead, and do not let the refrigerator door stand open.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Is food defrosted by putting in refrigerator overnight before use?	Reduce cooking time by defrosting frozen foods in the refrigerator before cooking
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Are liquids covered and food wrapped when stored in refrigerator/freezer?	Uncovered foods release moisture and make the compressor work harder.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Is the garbage disposal working properly?	If issues, contact the Maintenance Dept.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Is the dishwasher working properly?	If issues, contact the Maintenance Dept.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Is the dishwasher full before using?	Using the dishwasher when it is partially full uses the same amount of energy as a full dishwasher.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Do you air dry dishes or use no-heat air dry setting on dishwasher?	Air dry dishes instead of using your dishwasher's drying cycle.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Do you scrape off large food particles in trash?	This will allow your dishwasher to avoid pre-rinse.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Is the washer/dryer Energy Star rated?	To find out more information on Energy Star ratings, go to <a href="http://www.energystar.gov">www.energystar.gov</a>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Is the washer/dryer full before using?	If you are washing a small load, use the appropriate water level setting. Half loads use almost as much energy as a full load.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Do you wash clothes in cold water (unless oily stains)?	There are new cold water laundry detergents to use.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Do you follow the detergent instructions?	Using more can cause more energy use due to extra rinses.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Do you run the washer empty on wash cycle w/ 6-7 ounces of white vinegar every couple of months?	Removes hard water & lime scale which reduce efficiency
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Do you use high spin speed on washer?	Extract more water & reduce drying time.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Do you use air dry clothes on racks ?	Air-drying is recommended by clothing manufacturers for some fabrics
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Do you dry towels and heavy cottons in separate load(s) from lighter weight clothes?	Lighter weight clothes take less time to dry than heavier items
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Is the lint filter for dryer cleaned after every use?	This helps improve air circulation.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Do the clothes dry in one cycle?	If it takes more than one cycle to dry clothes, there may be a blockage in the vent to the exterior of the home. However, prior to contacting the Maintenance Dept., please make sure your dryer hose does not have a blockage.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Do you remove clothes immediately from dryer to avoid ironing?	Avoid over-drying. This not only represents a waste of energy but harms fabrics as well.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Do you turn off the iron just before finishing?	Residual heat can be used for the remaining clothes

LIGHTING				
Yes	No	N/A	Item Description	Comments
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	If applicable to fixture, are you using the most energy efficient lighting options (CFL bulbs/LED Bulbs)?	Reduces electrical use.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Are you using the correct watt size of light bulbs?	When purchasing light bulbs, the wattage ratings tell you only the amount of power it takes to make a bulb work. Larger wattage bulbs are usually more efficient, whether incandescent or compact fluorescent.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Do you turn off the lights upon leaving the room?	Remember to always turn off the lights when leaving a room. Turning off just one 60-watt incandescent bulb that would otherwise be on for eight hours a day can save about \$15 per year
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Are there areas that have excessive or unneeded lighting?	Put lamps in corners of rooms where they can reflect light from two wall surfaces instead of one.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Are you making effective use of available lighting, such as natural sunlight?	Keeping our houses flushed with unnatural light consumes energy.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Are the bathroom vanity light fixtures, every other bulb unscrewed slightly?	This will save energy and not heat the bathroom so much.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	If applicable to fixture, are you using the most energy efficient lighting options (CFL bulbs)?	Tip: To make sure that outdoor lighting is turned off during the daytime, use timers.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Are the lamps/fixtures clean & free of dust?	A heavy coat of dust on a light bulb can block up to half of the light.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Are timers used when no one is home, instead of leaving light on?	Don't like coming home to a dark house? Instead of leaving lights on, put timers on a few of the lights in your home.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Are lamps located in corners of rooms?	Light can reflect off more wall surfaces area.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Holiday decorating - Do you use LED lights?	Reduces electrical use by 90% & last longer

WATER				
Yes	No	N/A	Item Description	Comments
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Are there any leaky faucets or toilets, or do toilets constantly run?	If issues, contact the Maintenance Dept.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Are the drains & stopper/drain plug(s) working properly?	If issues, contact the Maintenance Dept.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Do you take showers rather than baths?	A full bath tub requires about 70 gallons of water, while taking a five-minute shower uses 10 to 25 gallons.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Are showers less than 10 minutes?	Recommend roughly seven to eight minutes
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Do you close the drain prior to turning faucet on for bath?	For baths, close the drain before turning the faucet. To balance the initial burst of cold water, add only hot water later.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Do you turn the water off while brushing teeth, shaving, washing face, etc.?	Letting the water run while shaving or when washing dishes by hand is needless waste. Avoid this by using sink stoppers and dishpans.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Do you use cold water when using small amounts of water?	Place the faucet lever on the kitchen sink in the cold position when using small amounts of water; placing the lever in the hot position uses energy to heat the water even though it may never reach the faucet.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Do you wash dishes by hand?	Fill the sink with warm water, clean the 'cleaner' items first, then rinse in cold water.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Do you run water to thaw frozen food?	Try using the refrigerator or microwave instead.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Do you water plants with cooking water or fish tank water?	Reuse fish tank water on your household plants—it makes nice fertilizer, too.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Do you flush items unnecessarily; such as tissues, insects?	Dispose of tissues, insects and other waste in the trash.

COOKING			Item Description	Comments
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Is the stove/oven working properly?	If issues, contact the Maintenance Dept.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Is the microwave (if applicable) working properly?	If issues (and the appliance is provided by housing) please contact the Maintenance Dept.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Is the range hood working properly?	If issues, contact the Maintenance Dept.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Do you use the correct size pots & pans per heating element/flame?	A six-inch pot on an eight-inch burner wastes more than 40 percent of the burner's heat.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Are the burners cleaned often to reflect heat better?	They will reflect the heat better, and you will save energy.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Do you use lids on pots/pans?	It's faster and it uses less energy.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Do you use convection/toaster oven for small items?	Cooks quicker, distributes heat evenly, less energy used.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Do you use the microwave as much as possible for cooking?	Uses less energy than oven/stove.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Do you begin cooking on highest heat until liquid boils, then lower the heat?	Allows food to simmer until fully cooked.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Do you use the toaster rather than boiler?	A toaster oven uses a third to half as much energy as a full-sized oven.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	When in a hurry, do you heat up or defrost ready-made meals in the microwave instead of oven?	Microwave ovens draw less than half the power of their conventional counterparts and cook for a much shorter period of time.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Do you use pressure/slow cooker or crock pots when possible?	They will save energy by significantly reducing cooking time
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Do you open the oven door often while baking?	Each time the door is opened, a significant amount of heat escapes.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Do you cook food in the oven on the top rack?	It is much hotter than bottom rack.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Do you rearrange the oven racks prior to turning on oven?	To do this after the oven has preheated not only allows wasteful escape of heat but poses a burn hazard as well.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Do you preheat oven?	Should take only 5-8 minutes, no preheat needed for broiling or roasting
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	When cooking rice, do you turn off the heat 5 minutes before end of cooking?	By keeping the lid on, steam will finish cooking rice.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Do you unplug all small appliances when not in use (blenders, mixers, etc.)?	Unplug equipment that drains energy even when not in use.

Do you have any concerns with your home we should be aware of? \_\_\_\_\_

Do you have any maintenance concerns or issues that would cause your home to consume more energy than other like-type homes? \_\_\_\_\_

Resident Signature: \_\_\_\_\_ Date: \_\_\_\_\_

AMCC Signature: \_\_\_\_\_ Date: \_\_\_\_\_