

Public Reporting Burden for this collection of information is estimated to average 4.0 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. HUD requires this information in accordance with Section 154 of the Energy Policy Act of 2005 (Public Law 109-58). The purpose of this form is to assist the owner in assessing the energy conservation needs of the property. HUD uses the information to assist in the monitoring of the Department’s energy strategy and will be used for inclusion in the Department’s biannual reporting requirements to Congress as required by Section 154 of the Energy Policy Act of 2005. HUD may not conduct or sponsor a collection of information, and you are not required to complete this form, unless it has a currently valid OMB Control Number.

Instructions: Using this assessment checklist, the owner/management agent will be able to determine the areas of the building/unit are energy efficient. Indicate by checking the boxes as applicable. Owners/management agents should follow-up on “No” responses as they may indicate areas that need improvement.

BUILDING STRUCTURE	YES	NO	N/A
1. Are frames and openings caulked?			
2. Are holes in the structure patched?			
3. Have cracked windowpanes been repaired?			
4. Is weather-stripping used for windows and doors?			
5. Have storm windows and doors been installed at the beginning of the heating season?			
6. Have air conditioners been removed in the winter?			
7. Are open and close shades in the common areas?			
8. Are awnings lowered in the summer?			
9. Are automatic door closing mechanisms operable?			
10. Are walls insulated?			
11. Do doors close automatically?			
12. Do doors close quickly and tightly?			
13. Do doors fit tightly to the frame when closed?			
14. Are Energy Star products specified when purchasing new appliances and systems?			

UNITS	YES	NO	N/A
<i>Heating and Cooling</i>			
1. Are pilot lights turned off in the summer?			
2. Are burners cleaned and adjusted?			
3. Are filters on forced-air systems changed and/or clean and free of debris?			
4. Is equipment inspected for worn or damaged parts?			
5. Is equipment lubricated?			
6. Do shut-off valves operate properly?			
7. Do air vents on radiators operate properly?			
8. Is there a thermostatic control valve in the unit?			
9. If yes, does the thermostatic control valve have a set-back?			
10. Is the thermostat located on an interior wall?			

<i>Central Boilers and Furnaces</i>	YES	NO	N/A
1. Are pilot lights turned off in the summer?			
2. Are burners cleaned and adjusted?			
3. Are fuel-to-air ratios checked and adjusted?			
4. Are controls calibrated and adjusted?			
5. Is the fireside of the boiler or furnace clean and free of debris?			
6. Has scale buildup on the heat exchanger and waterside of the boiler been removed?			
7. Are boilers operated as needed?			
8. Are oil strainers clean and free of debris?			
9. Is the nozzle or rotary cup on the burner clean?			
10. Is fuel oil preheated?			

<i>Central Heating Distribution Systems</i>	YES	NO	N/A
1. Are thermostat settings reduced in unoccupied areas?			
2. Is the ductwork checked periodically for leaks?			
3. Are radiators and hot air registers kept clean and unobstructed?			

Central Heating Distribution Systems (continued)	YES	NO	N/A
4. Are vents operated in hot water radiators and baseboard units?			
5. Are air vents and steam traps checked and, if necessary, repaired?			
6. Is the steam distribution balanced?			
7. Is the steam pressure lowered?			
8. Is the make-up water consumption monitored?			
9. Are steam traps replaced?			
10. Are heating elements, controls, and fans on electric distribution systems checked?			

Heating Pumps	YES	NO	N/A
1. Are air registers kept open?			
2. Are fan motors lubricated and blowers and drive belts adjusted?			
3. Are coils clean?			

Cooling	YES	NO	N/A
1. Are cooling systems turned off in unoccupied common areas?			
2. Are air filters cleaned and/or changed?			
3. Are evaporator coils clean and free of debris?			
4. Are condenser coils clean and free of debris?			
5. Is the blower clean and free of debris?			
6. Are chillers maintained?			
7. Are evaporative coolers maintained?			

Domestic Hot Water System	YES	NO	N/A
1. Is the water temperature lowered?			
2. Are faucets or showerheads leaking or dripping?			
3. Are domestic hot water pipes insulated?			
4. Is the domestic hot water supply turned off to areas that do not need it?			
5. Is water pressure reduced?			
6. Are tank-type water heaters flushed?			
7. Are burners on gas and oil water heaters cleaned and adjusted?			
8. Are electrodes on electric water heaters checked?			

Lighting	YES	NO	N/A
1. Are over-lit areas de-lamped?			
2. Are energy-efficient lamps kept in stock for replacement?			
3. Are lighting fixtures cleaned?			
4. Are walls painted or cleaned?			
5. Are timers on exterior lighting checked?			

Miscellaneous	YES	NO	N/A
1. Are checkmeters calibrated?			
2. Are water leaks checked and/or repaired?			
3. Are ventilation rates reduced?			
4. Is the amount of exhausted air reduced?			
5. Are refrigerators checked for proper door closure?			
6. Are Energy Star products used to conserve energy and reduce operating costs?			
7. Are Energy Star products specified when purchasing new appliances and systems?			
8. Are tenants provided information on energy conservation?			