

Energy Self Audit

Collectively we can make a substantial impact on energy savings at The College of New Jersey. The following energy audit provides menu items to check the use and efficiency of energy consuming equipment in your area. Please take a moment print this form and rate your own energy savings practices. The more "Yes's" the better.

Personal Computers	Y/N	Notes
1. PC and/or monitor shut off when not in use for several hours?		
2. PC's and monitors shut off at the end of the work day?		
3. Desktop printer shut off at end of work day? Enable PC/Printer Power Management Features		
4. Are there any computers and other peripherals connected to an accessible power strip? Please turn off the power strip once your computer has finished shutting down. Keep in mind that turning off the power strip before the computer has finished the shutdown process may result in data loss or hardware malfunction.		
Office Equipment	Y/N	Notes
5. Copy machines shut off at end of work day?		
6. Copy machines set to rest or sleep modes for times of low use?		
7. Shared printers shut off at end of work day?		
8. Electrical "drains" such as battery chargers, radios, and electronic devices unplugged when not in use?		
9. Coffee pots turned off or unplugged at end of work day?		
10. Other office equipment shut off at end of workday?		
Lighting	Y/N	Notes
11. Lighting used only when needed?		
12. Lighting levels adjusted when possible?		
13. Lights shut off at end of workday and on weekends?		
14. Classroom lights shut off when not in use and end of day?		
Heating / Cooling	Y/N	Notes
15. If you can adjust thermostats in your area, are they set consistently at 68 degrees (winter settings)?		
16. Portable space heaters turn off, unplugged, or removed from area?		
17. Window air conditioners maintained at energy saving levels and shut off at end of workday?		
18. Did you notify Facilities Maintenance @ X2353 or file an Online Work Order , when heating or cooling, and mechanical systems are not operating properly?		

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19. Doors and windows kept closed during the heating and cooling seasons?		
20. Have you dressed for the season and variations in building temperatures?		
Miscellaneous	Y/N	Notes
21. Identified other energy consuming equipment operating in your area?		
22. Lab equipment turned off when not in use & Lab Fume Hood Sashes Closed?		
23. Is energy conservation awareness material displayed in your building / area?		
24. When you purchase new equipment, is energy efficiency a consideration?		