



Money and Energy Saver Checklist During COVID-19

Listed below are low-cost energy efficiency tips to help your business save money.



Is it safe to check on your facility?

General

- Turn off exterior signage.
- Turn off copiers, printers and monitors if they are in the stand-by mode.
- Ensure security systems and critical HVAC system alarms are in place and working.
- Take notes on all shut down procedures so that these can be referenced during system start-up.

HVAC

- Close blinds to limit heat gain and loss through windows.
- Schedule all HVAC zones off. Alternatively, ensure zones have aggressive temperature setbacks in place (ex. set back thermostat heating/cooling setpoints to 40°F/90°F respectively for unoccupied spaces).
- Ensure outside air economizer dampers are closed.
- Shut down restroom exhaust fans.
- Check boilers, chillers, fans and pumps for hydronic loops are controlled off but will cycle on to maintain zone setback temperatures under extreme hot/cold conditions.
- Make sure that hot water loops are not Close blinds to limit heat gain and loss through windows.
- If cooling towers can be taken offline, consult with the manufacturer to see if the tower basins can/should be drained during periods of inactivity.



Is your facility occupied with a few people?

General

- Set lighting zones (non-emergency) to “off” in unoccupied areas.
- Ensure switches can be turned on if people need them.
- Take notes on all operation adjustments so that these can be referenced when systems are returned to normal.

HVAC

- Schedule unoccupied HVAC zones off. Alternatively, ensure zones have reasonable setbacks in place and the occupant over-rides are working. (ex. set back thermostat heating/cooling setpoints to 55°F/78°F respectively for lightly occupied spaces).
- Shut down restroom exhaust fans on unoccupied floors.
- Make sure turn-down strategies are in place for boilers, chillers, pumps, fans and cooling towers:
 - Boiler temperature resets are in place and working.
 - Chilled water temperature resets are in place and working.
 - Variable flow controls for variable flow pumps are working.
 - Variable speed cooling tower fans are operating properly.
 - Supply air temperature resets are working.
 - Duct static pressure resets are working.



Health and safety tips

1. Ensure social distancing best practices are maintained.
2. Sanitize commonly used surfaces (handrails, door handles, elevator buttons, etc.) routinely each work day.
3. Make sure security systems and critical HVAC system alarms are in place and working.

For more information visit our [Safety Action Center](#).