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<i>Best Practices Checklist for Improved Energy Performance</i>	High Estimate Potential Energy Savings %	Opportunity Exists?	Target Reduction	Who is Responsible?	Target Date to Complete	Actual Date Completed	Notes
Operations & Maintenance							
Ensure all equipment is functioning as designed	11.5						
Calibrate thermostats	2.9						
Adjust dampers	5.7						
Implement janitorial best practices	8.0						
Occupants' Behaviors							
Turn off equipment	5.2						
Institute an energy awareness program	1.7						
Purchase Energy Star equipment	1.9						
Install Power Management Software	3.0						
Harvest daylight	1.9						
Install work station task lighting	1.4						
Lighting							
Change incandescent to CFL & HID	1.2						
Convert T-12 to T-8 and T-5	9.7						
De-lamp	5.0						
Install full floor lighting sweeps	1.4						
Install occupancy sensors	3.2						
Install high efficiency LED exit signs	0.3						
Install timer controls	2.9						



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<i>Best Practices Checklist for Improved Energy Performance, continued</i>	High Estimate Potential Energy Savings %	Opportunity Exists?	Target Reduction	Who is Responsible?	Target Date to Complete	Actual Date Completed	Notes
Adjust temperatures for comfort	2.9						
Evaluate and combine after hours usage	1.5						
Adjust ventilation	5.7						
Limit access to thermostats	1.3						
Optimize start-up times	2.9						
Adjust thermostats for seasonal changes	5.7						
Coast last hour of operations	2.9						
Equipment							
Install VFD or VAV	9.3						
Install heat recovery equipment	5.2						
Relocate thermostats	1.4						