

Upgrade and Save Checklist

The Environmental Protection Agency (EPA) has published the *Energy Star Guide for Congregations* on its Congregations website that your church can access. This Guide recommends a lot of different energy upgrades you should investigate. Where to start first? Take this checklist and walk through your facilities to identify money-saving ideas. Then post the checklist on your wall and check off items as you perform upgrades to track your progress.

Lighting

- Replace incandescent light bulbs with compact fluorescent lamps
- Convert exterior lighting to high-pressure sodium or metal halide lighting
- Upgrade fluorescent fixtures with T-8 fluorescent lamps and electronic ballasts
- Remove or disconnect unnecessary lights
- Convert exit signs to LED
- Lower light levels where appropriate
- Install occupancy sensors in areas that are frequently unoccupied
- Install timers or photocells on outside lights

Water Use and Water Heating

- Install a water heater insulating blanket and wrap the first 3-6 feet of hot water supply pipe with pipe insulation
- Install faucet aerators and efficient showerheads
- Select native or other low-water plants for landscaping

Office and Kitchen Equipment

- Always buy Energy Star qualified equipment
- Make sure cooling fans and equipment are not obstructed
- Clean refrigerator coils twice a year; repair doors and seals so they close tightly

Building

- Install weather stripping, caulking, or seals on openings that create drafts
- Add or repair insulation to create a continuous blanket around building

Heating and Cooling Systems

- Tune-up your heating, ventilating, and air-conditioning (HVAC) systems with an annual maintenance contract
- Clean and replace filters regularly, dirty filters are harder on equipment, and are more costly
- Set back your HVAC systems when the building is unoccupied. This includes setting the fans to "auto" rather than "on".
- Repair leaks in system components such as pipes, steam traps, and couplings
- Make sure radiators, converters, air intakes, and air diffusers are not obstructed so that air can flow freely
- Reduce your water heater settings to the minimum required temperature
- Install and utilize fans for cooling, 3-5 degrees of temperature can be compensated through good air flow

For more details visit: www.energystar.gov/congregations