

MONTHLY BUILDING INFRASTRUCTURE AND ENERGY MANAGER INSPECTION CHECKLIST (TEMPLATE)

Building Number	Date	
BIEM Name	Telephone	

Interior Inspection

	SAFETY	SAT	UNSAT	N/A	Comments/Action
1	Fire extinguishers are present, not blocked, and have a properly documented monthly Inspection Record Card.				
2	The periodic fire inspection has been completed by the fire warden.				
3	Fire exits are clearly indicated and not locked or blocked.				
4	Walkways and doors are free of obstructions.				
5	Mechanical room(s) is clear of debris (not used for storage).				
6	Electrical switches and receptacles are properly covered.				
7	Emergency lighting is working properly.				
8	Electrical equipment is free of obstructions.				
	ASBESTOS/LEAD-BASED PAINT	SAT	UNSAT	N/A	Comments/Action
1	Warning Signs are posted on official bulletin boards.				
2	Labeled asbestos containing material is in good condition.				
3	Condition of known lead-based paint is intact.				
	DOORS	SAT	UNSAT	N/A	Comments/Action
1	Surfaces/frames are in good condition.				
2	All hardware is working.				
3	All security features are working properly.				
4	Are exterior doors properly sealed to prevent heating/cooling losses.				
5	Walls and Ceilings				
6	Surfaces are in good condition.				
7	No holes or fresh stains from water leaks.				
	PLUMBING	SAT	UNSAT	N/A	Comments/Action
1	No leaking faucets, urinals, toilets or other fixtures.				
2	Faucets and shower heads are low-flow or equipped with aerators				
3	All plumbing fixtures including drinking fountains are working properly.				
	UTILITIES	SAT	UNSAT	N/A	Comments/Action
1	No steam, water, compressed air, or natural gas leaks.				
2	No damaged or missing insulation on hot/cold pipes.				
	LIGHTS	SAT	UNSAT	N/A	Comments/Action
1	Lighting is adequate and working properly.				
2	Lighting only used when and where needed (including task lighting).				
3	Lighting used only where needed in unoccupied spaces / generally off).				
4	Incandescent bulbs have been replaced by compact fluorescent bulbs.				
5	Lighting on backshifts and weekends used only when needed and personnel have been instructed on the use of this lighting				
6	Janitorial services use only lights needed for cleaning.				
7	Decorative lighting is secured or minimized.				
8	All areas have been evaluated by the IEM for light fixture delamping or deactivation.				

HEATING/COOLING		SAT	UNSAT	N/A	Comments/Action
1	Conditioned spaces maintained at the current Common Output Level Standard (COLS); COLS 3 requires average temperature of 78 degrees F (25°C) during the cooling season and 68 degrees F (20°C) during the heating season.				
2	Heating secured or set to 55 degrees when unoccupied.				
3	The heating/cooling schedule (if centrally managed) matches the occupancy schedule.				
4	Cooling in computer rooms and other equipment spaces set in upper quarter of allowable temperature ranges.				
5	Heating/Cooling equipment is free from obstructions.				
6	No blocked or covered supply or return air diffusers.				
7	Air conditioning/furnace filters have been replaced.				
8	Thermostats are tamper-proof so set-points are not easily changed.				
9	Thermostats are not blocked, covered, or influenced by nearby items such as a window, refrigerator, computer, coffee maker, etc.				
10	Portable electric space heaters used only as authorized by PWO.				
11	Window air conditioners used only as authorized by the PWO.				
12	Doors and windows are closed when heating/cooling is on.				
13	No damaged or missing insulation on steam, hot water, or chilled water pipes.				
14	Manually operated roof relief dampers are closed during heating season.				
15	Steam heating supply lines are secured during the summer (unless steam is required for reheating purposes)				
16	No leaks or abnormal sounds in the mechanical spaces.				
MISCELLANEOUS		SAT	UNSAT	N/A	Comments/Action
1	Energy awareness materials displayed throughout building.				
2	Energy and water usage reports have been received.				
3	Adequate recycling containers are available.				
4	Process tank temperatures reduced when unused.				
5	Personal refrigerators used only as authorized by PWO.				
6	Personnel have been instructed on efficient use of kitchen equipment.				
7	Vending machines are properly permitted and equipped with an energy saving device.				
8	Computers, copy machines, coffee makers, radios, fans, and other office equipment are shut off at the end of the day.				
9	Exhaust ventilation systems are only run when needed.				
10	Restroom exhaust fans and lights are shut-off when unoccupied.				
11	Air compressors and compressed air tools secured when not in use.				
12	Elevators have a current inspection and are working properly.				
13	Emergency generator is adequately fueled.				
14	No evidence of insect or rodent infestations.				

Exterior Inspection					
	DOORS	SAT	UNSAT	N/A	Comments/Action
1	Surfaces/frames are in good condition.				
2	All hardware is working.				
3	All security features are in working condition.				
	WINDOWS	SAT	UNSAT	N/A	Comments/Action
1	Frames in good condition.				
2	Locks work.				
3	No cracked/broken glass.				
4	Weather stripping is adequate and in good condition.				
5	Screens present (when required) and in good condition.				
	WALLS AND ROOF (WHERE VISIBLE)	SAT	UNSAT	N/A	Comments/Action
1	Downspouts are attached and unobstructed.				
2	No vegetation growing in/on building.				
3	No flashing damage.				
4	No damage to wall surfaces, discoloring from water leaks, etc.				
	Trash Containers	SAT	UNSAT	N/A	Comments/Action
1	No trash on grounds				
2	Dumpsters emptied regularly.				
	Grounds	SAT	UNSAT	N/A	Comments/Action
1	Grass and shrubs maintained to common output level standard.				
2	Sprinklers operating correctly.				
3	Sidewalks and parking area clear of debris and surfaces are in good condition.				
4	No large debris or abandoned material near building.				
	LIGHTS	SAT	UNSAT	N/A	Comments/Action
1	Unbroken and functional				
2	Lenses are clean				
3	Unnecessary lights turned off.				
4	Lights off during daytime hours.				
	UTILITIES	SAT	UNSAT	N/A	Comments/Action
1	HVAC equipment is working properly and free of obstructions				
2	No utility leaks around the facility.				
3	No damaged or missing insulation on steam/hot/chilled water pipes.				
4	Steam heating supply lines are secured during the summer (unless steam is required for reheating purposes).				
Additional Comments:					
BIEM Signature:				Date:	
Lead BIEM Signature (if applicable)				Date:	
Supervisor Signature:				Date:	