Green Workplace Survey Report Template

**2010**

Conducted for:

[Client Name]  
[Date]

Submitted by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_,

Certified Green Consultant

Address Line 1

Address Line 2

E-mail

Phone Number:

Submitted to: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_,

Address Line 1

Address Line 2

E-mail

Phone Number

Date and Time of Survey:

\_\_\_\_\_\_\_\_

Date and Time of Report:

1/1/2009

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# SECTION I – Project Overview and On-Site Data Gathering

## Description of Discussion with Customer of Priorities and Observations and On-Site Data Gathering Include description of the workplace site and property

[Insert text here]

# Client Utility Bill Considerations

## Ask client to submit electricity, natural gas, and water bills for the last 12 months

## Plot monthly bill charge for each energy type each month on a graph

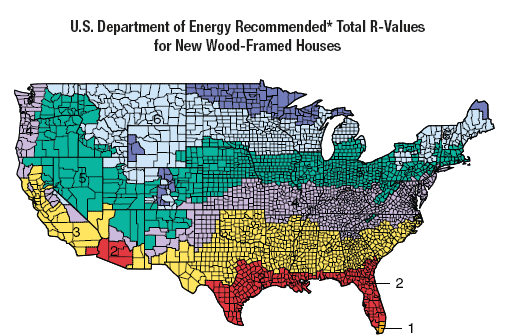
## Examine client’s customer-class standing with each utility

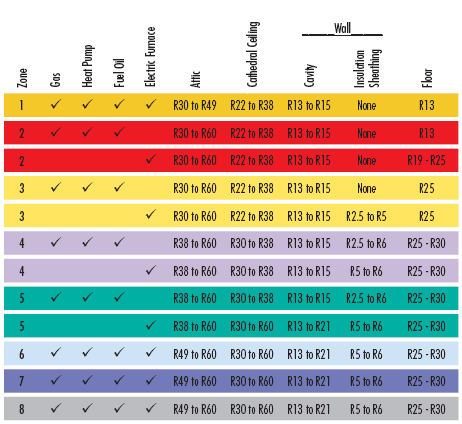
## Determine if there are alternative rate classifications open to the client and rate designations that are more favorable to the client’s budget (Include time of day utility rates)

## Climatological Information

Description of average temperatures for the area in which the client is located.

Include climate zone considerations for insulation





http://www1.eere.energy.gov/consumer/tips/insulation.html

# SECTION II – Major Systems

In a description of the major systems, include whether they are appropriately sized, whether they have Energy Star certification and whether there currently are any conservation measures in place (for example, insulation blanket on a water heater or low-flow device on faucets or dimmers/motion sensors on lighting).

## Heating System

|  |
| --- |
| Basic Description |
|  |
| Sizing |
|  |
| Energy Star Certification |
|  |
| Conservation Measures in Place |
|  |
| Basic Condition |
|  |
| Age and Maintenance Records |
|  |
| Current Efficiency Calculations |
|  |

## Cooling System

|  |
| --- |
| Basic Description |
|  |
| Sizing |
|  |
| Energy Star Certification |
|  |
| Conservation Measures in Place |
|  |
| Basic Condition |
|  |
| Age and Maintenance Records |
|  |
| Current Efficiency Calculations |
|  |

## Ventilation/Air Duct System

|  |
| --- |
| Basic Description |
|  |
| Sizing |
|  |
| Energy Star Certification |
|  |
| Conservation Measures in Place |
|  |
| Basic Condition |
|  |
| Age and Maintenance Records |
|  |
| Current Efficiency Calculations |
|  |

## Insulation

|  |
| --- |
| Basic Description |
|  |
| Type and R-Values |
|  |
| Energy Star Certification |
|  |
| Conservation Measures in Place |
|  |
| Basic Condition |
|  |
| Age and Maintenance Records |
|  |
| Current Efficiency Calculations |
|  |

## Thermostats (centrally controlled and individual office/work area)

|  |
| --- |
| Basic Description |
|  |
| Type |
|  |
| Energy Star Certification |
|  |
| Conservation Measures in Place |
|  |
| Basic Condition |
|  |
| Age and Maintenance Records |
|  |
| Current Efficiency Calculations |
|  |

## Doors

|  |
| --- |
| Basic Description |
|  |
| Composition and R-Values |
|  |
| Energy Star Certification |
|  |
| Conservation Measures in Place (e.g. Weatherstripping) |
|  |
| Basic Condition |
|  |
| Age and Maintenance Records |
|  |
| Current Efficiency Calculations |
|  |

## Windows

|  |
| --- |
| Basic Description |
|  |
| Sizing |
|  |
| Energy Star Certification |
|  |
| Conservation Measures in Place |
|  |
| Basic Condition |
|  |
| Age and Maintenance Records |
|  |
| Current Efficiency Calculations (U-factor; Solar Heat Gain Coefficient; Visible Transmission; Air Leakage) |
|  |

## Break Room Refrigerator/Freezer

|  |
| --- |
| Basic Description |
|  |
| Sizing |
|  |
| Energy Star Certification |
|  |
| Conservation Measures in Place |
|  |
| Basic Condition |
|  |
| Age and Maintenance Records |
|  |
| Current Efficiency Calculations |
|  |

1. Water Heating

|  |
| --- |
| Basic Description |
|  |
| Sizing |
|  |
| Energy Star Certification |
|  |
| Conservation Measures in Place |
|  |
| Basic Condition |
|  |
| Age and Maintenance Records |
|  |
| Current Efficiency Calculations |
|  |

## Break Room Plumbing, Faucets, and Sprayers

|  |
| --- |
| Basic Description |
|  |
| Sizing |
|  |
| WaterSense Certification |
|  |
| Conservation Measures in Place |
|  |
| Basic Condition |
|  |
| Age and Maintenance Records |
|  |
| Current Efficiency Calculations |
|  |

## Bathroom Plumbing and Faucets

|  |
| --- |
| Basic Description |
|  |
| Sizing |
|  |
| WaterSense Certification |
|  |
| Conservation Measures in Place |
|  |
| Basic Condition |
|  |
| Age and Maintenance Records |
|  |
| Current Efficiency Calculations |
|  |

## Bathroom Toilets

|  |
| --- |
| Basic Description |
|  |
| Sizing |
|  |
| WaterSense Certification |
|  |
| Conservation Measures in Place |
|  |
| Basic Condition |
|  |
| Age and Maintenance Records |
|  |
| Current Efficiency Calculations |
|  |

## Ambient Lighting

|  |
| --- |
| Basic Description |
|  |
| Sizing |
|  |
| Energy Star Certification |
|  |
| Conservation Measures in Place |
|  |
| Basic Condition |
|  |
| Age and Maintenance Records |
|  |
| Current Efficiency Calculations |
|  |

## Individual Work Area Lighting

|  |
| --- |
| Basic Description |
|  |
| Sizing |
|  |
| Energy Star Certification |
|  |
| Conservation Measures in Place |
|  |
| Basic Condition |
|  |
| Age and Maintenance Records |
|  |
| Current Efficiency Calculations |
|  |

## Conference Room/Meeting Room Lighting

|  |
| --- |
| Basic Description |
|  |
| Sizing |
|  |
| Energy Star Certification |
|  |
| Conservation Measures in Place |
|  |
| Basic Condition |
|  |
| Age and Maintenance Records |
|  |
| Current Efficiency Calculations |
|  |

## Auditorium/Ballroom Lighting

|  |
| --- |
| Basic Description |
|  |
| Sizing |
|  |
| Energy Star Certification |
|  |
| Conservation Measures in Place |
|  |
| Basic Condition |
|  |
| Age and Maintenance Records |
|  |
| Current Efficiency Calculations |
|  |

## Special-Area Lighting (reception areas, break room, studio, laboratory, etc.)

|  |
| --- |
| Basic Description |
|  |
| Sizing |
|  |
| Energy Star Certification |
|  |
| Conservation Measures in Place |
|  |
| Basic Condition |
|  |
| Age and Maintenance Records |
|  |
| Current Efficiency Calculations |
|  |

## Warehouse/Storage Area Lighting

|  |
| --- |
| Basic Description |
|  |
| Sizing |
|  |
| Energy Star Certification |
|  |
| Conservation Measures in Place |
|  |
| Basic Condition |
|  |
| Age and Maintenance Records |
|  |
| Current Efficiency Calculations |
|  |

## Outdoor Lighting

|  |
| --- |
| Basic Description |
|  |
| Sizing |
|  |
| Energy Star Certification |
|  |
| Conservation Measures in Place |
|  |
| Basic Condition |
|  |
| Age and Maintenance Records |
|  |
| Current Efficiency Calculations |
|  |

## Outdoor Water Systems (e.g., sprinklers; irrigation)

|  |
| --- |
| Basic Description |
|  |
| Sizing |
|  |
| WaterSense Certification |
|  |
| Conservation Measures in Place |
|  |
| Basic Condition |
|  |
| Age and Maintenance Records |
|  |
| Current Efficiency Calculations |
|  |

**SECTION III – Recommendations**

|  |  |  |
| --- | --- | --- |
| Efficiency Measures | Recommended? | |
| IDENTIFIED EFFICIENCY MEASURE | **Yes** | **No** |
| 1. New wall, ceiling, floor, or other insulation |  |  |
| 2. New windows, storm windows or films |  |  |
| 3. Weatherstripping |  |  |
| 4. Install higher efficiency lighting |  |  |
| 5. New efficient refrigerator |  |  |
| 6. New water heating system |  |  |
| 7. Improve settings for water heating systems |  |  |
| 8. Improve insulation for water heating systems |  |  |
| 9. Install heat traps on water storage tanks |  |  |
| 10. New air heating systems |  |  |
| 11. New air cooling system |  |  |
| 12. New multi-purpose system (space heating/cooling/water heating) |  |  |
| 13. Improve condition of ducts (cleaning or repair) |  |  |
| 14. Improve insulation of ducts |  |  |
| 15. Programmable thermostats |  |  |
| 16. On-site solar energy electricity production |  |  |
| 17. On-site solar thermal energy system |  |  |
| 18. Solar tubes/sky lights |  |  |
| 19. On-site wind power system |  |  |
| 20. New heat pump (air, water, geothermal) |  |  |
| 21. New biomass energy system |  |  |
| 22. Recycling receptacles (paper, glass, aluminum, ink/toner cartridges) |  |  |
| 23. Low-flow showerheads, faucet aerators and shut off valves |  |  |
| 24. Foam gaskets behind switch plates and outlets |  |  |
| 25. Education customer on energy and water efficiency behaviors/practices |  |  |

## Description of Identified Measures

Following are detailed descriptions of efficiency measures identified in in the chart above. Following these descriptions is a chart that identified probable cost savings and payback periods for each of the recommended efficiency measures.

|  |
| --- |
| 1. New wall, ceiling, floor, or other insulation |
| Description: |
| 2. New windows, storm windows or films |
| Description: |
| 3. Weatherstripping |
| Description: |
| 4. Install higher efficiency lighting (interior) |
| Description: |
| 5. New, more efficient workplace refrigerator |
| Description: |
| 6. New water heating system |
| Description: |
| 7. Improve settings for water heating system |
| Description: |
| 8. Improve insulation for water heating systems |
| Description: |
| 9. Install heat traps on water storage tanks |
| Descriptions: |
| 10. New air heating systems |
| Description: |
| 11. Improve condition of ducts (cleaning or repair) |
| Description: |
| 12. Improve insulation of ducts |
| Description: |

|  |
| --- |
| 13. Programmable thermostats |
| Description: |
| 14. On-site renewable energy production |
| Description: |
| 15. Low-flow showerheads, faucet aerators and shut off valves |
| Description: |
| 16. Foam gaskets behind switch plates and outlets |
| Description: |
| 17. New multi-purpose system (combination air heating & AC, water heating) |
| Description: |
| 18. New solar electricity, solar thermal, or solar water heating system |
| Description: |

|  |
| --- |
| 19. New heat pump (air, water or geothermal |
| Description: |
| 20. New wind power distributed energy system |
| Description: |
| 21. New biomass energy system |
| Description: |
| 22. Workplace recycling program |
| Description: |
| 23. Workplace paper/materials reduction program |
| Description: |
| 24. Install high-efficiency outdoor lighting |
| Description: |

|  |
| --- |
| 25. Install outdoor water system |
| Description: |
| 26. Implement xeriscaping techniques |
| Description: |
| 27. Client education on energy/water efficiency behaviors/practices |
| Description: |

## Recommended Measures Ranked According to Payback (sample below)

**Costs and numbers below are for example only and are not valid for use.**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Recommended  Measure | Upfront Per- Unit Cost | Est. Annual Savings | Simple Payback | Order based on Payback |
| Adjust water heater settings | N/A | 6-10% | N/A | 1 |
| Educate customer on efficiency behaviors/practices | N/A | 3-5% | N/A | 7 |
| Install pipe insulation |  | 1-2% | 2-6 months | 3 |
| Install hot water tank |  | 4-9% | 3-7 months | 2 |
| Install CFL lighting |  | 75% | 6-7 months | 5 |
| Install low flow faucets | $10-$20 | 4-9% | 1 year | 6 |
| Install heat traps on water tanks | $30/pair | 4-10% | 1-2 years | 4 |
| Preferred Purchase: Energy Star Refrigerator | $529 | 19% | 5 years | 8 |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Recommended**  **Measure** | **Upfront Per- Unit Cost** | **Est. Annual Savings** | **Simple Payback** | **Order based on Payback** |
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|  |  |  |  |  |

# SECTION IV – Next Steps (How Client Can Benefit from Ongoing Consultation)

[insert text here]

# Appendix A. Additional Energy Measures and Calculations (if needed)

# Appendix B. Photographs Illustrating Recommended Efficiency Improvements