



# ENERGY-EFFICIENCY CHECKLIST FOR CLOSED OR PARTIALLY VACANT OFFICE BUILDINGS

Even with offices closed or partially vacant, buildings use energy. Luckily, there are still ways to save. Here are some energy-efficiency projects to get started on while many building occupants are working from home.

## First, Know Your Needs

- Review your current facility requirements. Determine what potential upgrades may help your building meet safe reopening best practices.
- Talk to the building occupants about their operations during stay-at-home periods and their plans for reopening.
- Use a scheduling system to track how many people are in the building at any given time and adjust your operational systems accordingly. Work with occupants to implement this effectively.
- Consider working with an expert and implementing an existing building commissioning (or recommissioning) project for overall building improvements and energy savings.

OPPORTUNITY	DOES THE OPPORTUNITY EXIST?	PROJECT LEAD	PROJECT BUDGET	ESTIMATED COMPLETION DATE	INCENTIVES AND REBATES	ESTIMATED PAYBACK PERIOD
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REDUCE PLUG LOADS						
When safe and appropriate, work with building occupants to unplug non-essential electronics that are not in use, such as desktop computers, printers, photocopiers, phones or fax machines. (Tip: If some occupants are still using the building, regularly provide them with reminders to turn off or unplug electronics that are not in use.)						
When safe and appropriate, work with building occupants to unplug kitchen appliances, such as microwaves and coffee machines.						
Unplug vending machines in common areas. Empty them if needed. Work with building occupants to do the same in their spaces if needed.						

SAVE ON LIGHTING						
Upgrade exit signs, security signs and emergency lighting to LED bulbs.						
Install vacancy sensors in common areas, such as boardrooms and lunchrooms, so that lighting only turns on as needed, and turns off automatically.						
Install dimmer controls to adjust lighting based on available ambient natural light. Consider using an automated system to do this.						

IMPROVE THE BUILDING ENVELOPE						
Look for cracks or areas that could be leaking air and seal them.						
Upgrade aging windows to newer, more energy-efficient models, depending on your building needs. (Tip: In buildings with some occupants, regularly remind them to ensure windows are tightly closed if they have opened them while in the building.)						
Ensure weatherstripping around doors is in good condition and replace as needed.						

IMPROVE VENTILATION & INDOOR AIR QUALITY						
Have a qualified HVAC expert assess your ventilation system and identify opportunities to improve indoor air quality and save energy.						
Install variable frequency drives on HVAC equipment to adapt airflow as needed and to reduce maintenance costs.						
Disable demand-control ventilation and if needed, implement new ventilation protocols based on your current facility requirements.						
Replace filters in your HVAC system as required, based on your system and current facility requirements. Note: The American Society of Heating, Refrigerating and Air-Conditioning Engineers (ASHRAE) recommends using filters rated MERV 13 or higher. Higher-rated filters may require more frequent filter changes.						

IMPLEMENT AN EXISTING BUILDING COMMISSIONING (OR RECOMMISSIONING) PROJECT						
Assess your building's potential for an existing building commissioning (or recommissioning) project by evaluating its improvement potential and readiness with Natural Resources Canada's Pre-Screening tool here.						
Research and select an experienced recommissioning expert (RCx agent) or service provider to assist and guide you through the process.						

**INTERESTED IN STARTING A PROJECT?**  
VISIT [SAVEONENERGY.CA/RETROFIT](https://saveonenergy.ca/retrofit) FOR MORE INFORMATION AND SUPPORT.