

SAMPLE OFFICE AUDIT FORM

ENERGY EFFICIENCY	Y/N	DESCRIPTION OF ACTIVITIES/ IMPROVEMENTS
Establish an energy manager and energy management team within the organization that meets quarterly at minimum.		
Complete EPA Energy Star Portfolio Manager benchmarking.		
Computers and other equipment are turned to power-save mode or shut off when not in use.		
Lights, appliances, and HVAC system are turned off during nights and weekends.		
Automated thermostat is installed and/or temperature is set so that it will be use less energy during nights and weekends.		
Motion sensors and/or automatic shut-offs are installed for office lighting system.		
Building has a LEED rating of silver or equivalent.		
For windows that receive direct sunlight, blinds are closed after work hours and on weekends.		
Energy-efficient lightbulbs (e.g. compact fluorescent or LED) and tubes (e.g. T8) are used.		
Lights are turned off when exiting rooms/offices.		
Local power company has conducted an energy audit.		
When purchasing new equipment or appliances, preference is given to EPA Energy Star certified options.		
SOLID WASTE MANAGEMENT & REDUCTION	Y/N	DESCRIPTION OF ACTIVITIES/ IMPROVEMENTS
Set up and promote a comprehensive office recycling program for paper, cardboard, glass, metals, plastics and clearly label all recycling bins.		
Recycle toner cartridges through manufacturers.		
Dispose of hazardous materials properly. This includes cleaning products, fluorescent light bulbs, and computers and electronics.		
Collect and recycle batteries, and/or use rechargeable batteries.		
Promote the recycling of electronic waste ("E-waste")		
Donate office equipment and furniture.		
Educate your office about recycling and proper waste management.		
Keep mailing lists up-to-date and avoid duplicates.		
Eliminate use of fax cover sheets wherever possible.		

Edit documents on-screen as much as possible to reduce paper usage from printing.		
Reduce paper usage by emailing office memoranda.		
Use reusable interoffice envelopes.		
Work with shredding companies that recycle shredded documents.		
Keep washable plates, mugs, glasses and silverware in the kitchen and discourage use of disposables.		
Provide dish washing area to support staff efforts to use reusables.		
If disposables are used at all, purchase recycled/recyclable and/or non-chlorine bleached products.		
Consider products with minimal packaging; purchase in bulk.		
WATER MANAGEMENT & CONSERVATION	Y/N	DESCRIPTION OF ACTIVITIES/ IMPROVEMENTS
Check for water leaks at least twice per year.		
When replacing toilets and dishwashers, favor water efficient models.		
Use water filtration systems for drinking water instead of plastic water bottles.		
Fix leaky toilets and faucets promptly.		
Attach low-flow aerators to sink faucets.		
AIR QUALITY IMPROVEMENT	Y/N	DESCRIPTION OF ACTIVITIES/ IMPROVEMENTS
Change air filters regularly.		
Use low VOC paints for walls.		
Establish effective smoking policy to protect air quality indoors and in all exterior communal areas.		
Notify building manager and/or landlord if you suspect indoor air quality problems.		
Work with building management/landlord to ensure only necessary and appropriate pet control practices are employed.		
TRANSPORTATION ALTERNATIVES	Y/N	DESCRIPTION OF ACTIVITIES/ IMPROVEMENTS
Encourage the use of alternative modes of transportation to and from work (e.g. biking, walking, public transportation).		
Provide preferred public parking for energy efficient vehicles or bicycles.		
Purchase hybrid or fuel-efficient vehicles.		
Use videoconferencing and conference calls instead of travel whenever possible.		