

# Energy Use Visual Inspection Checklist

Undertake a simple visual inspection of your site to look for easily identified sources of energy wastage by printing this Checklist and checking off the items as you move around your workplace.

Inspections are most useful when undertaken on a typical working day during business hours.

**Date of inspection:**        /        / **20**

**Completed by:**

**Company name:**

Tick here  
once checked

- |   |                              |                             |
|---|------------------------------|-----------------------------|
| <input type="checkbox"/> Are there any lights left on in unused or occasionally used areas (e.g. toilets, storerooms, kitchens)?  | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| <input type="checkbox"/> Are there any lights left on in naturally lit areas?   | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| <input type="checkbox"/> Are light fittings cleaned regularly (every 6-12 months)?  | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| <input type="checkbox"/> Are there any areas where natural light could be sufficient but electric light is used instead because of building design (e.g. non-adjustable blinds, partitions, shelves, layout)? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| <input type="checkbox"/> Are there any work areas in which ceiling lights are used, but desk lamps would provide adequate light more efficiently?   | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| <input type="checkbox"/> Are any appliances or other equipment left on when not in use (especially nights and weekends)?  | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| <input type="checkbox"/> Are heating and cooling temperatures set for optimum efficiency (i.e. 18-20 degrees in winter, 25-26 degrees in summer)?   | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| <input type="checkbox"/> Is air conditioning used where fresh air might provide efficient cooling or heating?   | <input type="checkbox"/> Yes | <input type="checkbox"/> No |



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Tick here  
once checked

- |   |                              |                             |
|---|------------------------------|-----------------------------|
| <input type="checkbox"/> Are the walls and ceiling insulated?   | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| <input type="checkbox"/> Are drafts minimised to maintain heat/cool?  | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| <input type="checkbox"/> Are heating/cooling systems turned off when staff and customers are not present (e.g. nights/weekends)?  | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| <input type="checkbox"/> Are there any features of the building or room design that make it inefficient to heat or cool (e.g. direct sunlight on a window or wall over-heating the room in summer)? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| <input type="checkbox"/> Have staff been made aware of the importance of saving energy?   | <input type="checkbox"/> Yes | <input type="checkbox"/> No |

## Possible Energy Saving Actions

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The content of this document has been provided by Grow Me The Money, a program run by VECCI, a leader in delivering sustainability services and supporting small to medium businesses within Victoria.  
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