



AIR MEDIC
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Commercial Building Optimisation Checklist

Self-Inspection Checklist Guide

PLEASE CIRCLE

Is there a building operation manual and do all occupants understand it?	Y	N	N/A
Is there a maintenance schedule that is up to date with a designated manager?	Y	N	N/A
Are filters clean currently?	Y	N	N/A
Is there any dust on furniture or vents?	Y	N	N/A
Do you know what the main users of electricity are in the building?	Y	N	N/A
Has an energy audit ever been carried out?	Y	N	N/A
Does the building meet current best practice KPI's for building efficiency?	Y	N	N/A
Are the occupants comfortable in the building?	Y	N	N/A
Are there any complaints about odors or indoor air quality?	Y	N	N/A
Is the building insulated?	Y	N	N/A
Is energy efficient lighting installed and are they controlled automatically to prevent them operating after hours?	Y	N	N/A
Is there any shading to external glazing?	Y	N	N/A
Are there any leaks around windows, doors or any other part of the building fabric?	Y	N	N/A
How much power is being drawn by the appliances?	Y	N	N/A
How much power is being drawn by the screens?	Y	N	N/A
Is any water retained on site for use within the premises?	Y	N	N/A
How is the hot water heated?	Y	N	N/A
Are there any electric hand dryers?	Y	N	N/A
Is there a hot water boiler for hot drinks?	Y	N	N/A
Are the air conditioning temperatures locked at pre-set levels to save energy in summer and winter?	Y	N	N/A
Are there automatic timeclocks on all items of plant to prevent them operating out of hours?	Y	N	N/A
Is there artificial fresh air introduction and is it demand driven?	Y	N	N/A
Are there any large motors being used and could they be capacity controlled?	Y	N	N/A
Is there any metering to measure electricity, gas and water usage to manage it?	Y	N	N/A

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