

**Finance and Administration Cabinet
Division of Facility Efficiency Energy Survey and Questionnaire**

Section 1 Facility Energy Efficiency Survey/Questionnaire

Cabinet:

Facility Name:

Building Name:

Building Maintenance Contact:

Building Information:

Age:

Square Footage:

Type of Construction:

Building Use:

1. Has the building undergone an Energy Savings Performance Contract (ESPC)

Yes No

2. If so, explain what Facility Improvement Measures were implemented and disregard the following questions.

3. If not, please answer the following questions regarding energy efficiency.

4. Does the building have low flow plumbing fixtures (faucets, toilets, etc.)?

5. Does the building have energy efficient ballasts and lights (T-8, compact fluorescents, etc.)?

6. Does the building have digital controls installed on the HVAC system?

7. Does the building have lighting controls (dimmers, timers, occupancy sensors, etc.)?

8. Does the building have an energy efficient HVAC system?

9. Are building temperatures set back when the building is not in use?

Section 2 Energy Management Survey/Questionnaire

Utility Records

10. Do you currently keep records for each utility bill? yes() no().
a. If yes, do you have 3 years worth? yes() no().
b. If no, how many months do you have? _____ months
c. If you only keep some records, estimate the % of total meters. ____%

11. Check the boxes that apply to records that you keep.
- a. Date of bill ().
 - b. Read date ().
 - c. Total Amount ().
 - d. Tax ().
 - e. Surcharges ().
 - f. Account # ().
 - g. Type of service (i.e. water/sewer, security lights, gas, elec. ().
 - h. Usage ().
 - i. Demand (elec. Only) ().
 - j. Unit of measure ().
 - k. Utility Company ().

12. Do you have meters that feed multiple buildings? yes() no().
a. If yes, do you allocate to each building? yes() no().
b. How do you allocate?
c. fixed percentage () sub-meters ().

13. If you using special software (i.e. EnergyCap, Utility Pro, Excel), what is it?

Bill Paying

14. Describe you system for paying utility bills. _____

15. If bills are paid through a software (i.e. e-Mars, PeopleSoft), what software do you use? _____

Building Information

16. Do you have detailed information on the buildings associated with your utility meters? yes() no().

