



GREEN
INTERFAITH
NETWORK
INC.

01 December 2015

Matt Overby, Executive Director
Summit Leadership Foundation
3104 Hanover Road
P.O. Box 3555
Johnson City, TN 37602-3555

Re: GINI Energy Assessment Report of Summit Leadership Foundation's Physical Plant

Dear Mr. Overby:

Thank you for allowing members of the Green Interfaith Network to conduct an energy and environmental assessment of your facility in Johnson City. Part of GINI's mission is to support faith communities to protect the environment through promoting sustainable practices.

A summary of the findings of the November 20, 2015 energy assessment will be found on the next two pages. A more detailed report, including photographs, is attached.

A part of the GINI Energy Assessment process is to offer the opportunity for a \$500 incentive to implement some of the recommended energy conservation and efficiency measures that will enable your faith-based organization to save money, which can be re-directed toward important functions. If Summit is interested in pursuing this incentive, please complete the Memorandum of Understanding and complete a report back to GINI outlining what conservation and efficiency steps Summit will be conducting with the financial incentive. GINI would like to receive these documents by 18 December 2015, so that the GINI Board can review and approve the request at the GINI January Board meeting.

Should you have any questions, please don't hesitate to contact me via e-mail at shellstahl@hotmail.com.

Sincerely,

Shelley

Shelley Stahlman, President
Green Interfaith Network Incorporated

Attachments

Summary of Findings from Energy Assessment

Summit Leadership Foundation, 3104 Hanover Road, Johnson City, Tennessee

- The approximate 21,000 square foot combined office space and warehouse facility serves a core full-time and part-time staff and provides meeting and storage space for a number of faith-based and community organizations.
- In general, the physical plant is well-maintained through the actions of Summit Leadership Foundation for minor repairs and improvements, in conjunction with the landlord for HVAC, roof leaks, and major repairs.
- There are a number of operations and maintenance (O&M) activities that can be instituted with modest costs and time investments. A fewer number of short-term and longer-term energy conservation measures (ECM) may be considered either in conjunction with the O&M practices or later, when the O&M activities have been completed and energy/cost reductions are in place and being documented.

Suggested Operation and Maintenance Activities

- ✓ Develop (or verify) an office use schedule for each thermostat that controls a part of the conditioned space. Verify that setback and occupied days and times start and end as scheduled. Verify and adjust (as needed) that the setback and occupied temperatures on the thermostats meet energy savings (55/85°F) and comfort (68/78°F) levels for your staff and visitors. For the non-programmable thermostat found upstairs, ensure administrative controls are followed for setback and occupied temperatures during the heating and cooling seasons. Use temperature / humidity dataloggers to record temperature fluctuations over a long-period (week or longer) to ensure adequate comfort and energy savings.
- ✓ Install switch-plate and wall-plate foam-based insulation pads on light switches and electrical outlets on those walls that are on exterior walls or on walls that are on the unconditioned warehouse space.
- ✓ Caulk or foam (low-expansion window insulation foam) corners of exterior windows to reduce air infiltration.
- ✓ Install the missing weatherstripping in the lower section of the main entrance double door and loading dock double door.
- ✓ Replace the ± 420 T12 4-foot fluorescent light bulbs with more energy efficient T8 light bulbs. Ensure that any older T12 magnetic ballasts/starters are replaced with more energy efficient T8 electronic ballasts/starters. There are a few 2-foot T12 fluorescent light which can be replaced with the T8 bulbs. Contact your recycling facility regarding compliance with US EPA's and TDEC's Universal Waste requirements for the disposal of the mercury-containing light bulbs.
- ✓ Continue to institute administrative controls to place electronic devices on power outlet strips and deactivate the power strips when the devices are not in use.

Suggested Energy Conservation Measures Activities

- ✓ Replace the 36 incandescent light bulbs with dimmable LED light bulbs. The three rheostats (dimmer switches) may not work with the LED lights and generate significant heat. Consider replacing the rheostats with compatible and energy efficient rheostats that will drive the track lights.

- ✓ Replace the three incandescent Exit lights with LED Exit lights.
- ✓ Consider replacement of any fluorescent light fixtures that are on continuously (for safety/building code requirements) with an equivalent LED light fixture.
- ✓ When time comes to replace the domestic hot water heater, replace with a more energy efficient model and insulate the tank with a jacket and insulate the hot water lines to the end point-of-use. The above-the-ceiling location of the water heater make it impractical to have and use controls to place the water heater in vacation mode for periods of disuse.

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**GREEN
INTERFAITH
NETWORK
INC.**

Energy Assessment Checklist
Facility Information Page

Green Interfaith Network, Inc. PO Box 4293 Johnson City, TN 37602 <http://greeninterfaith.org>
greeninterfaith@gmail.com

Facility Name: Summit Leadership Foundation

Facility Physical Address: 3104 Hanover Road

City, State: Johnson City, Tennessee

Facility Telephone: 423-283-7557

Facility Mailing Address: P.O. Box 3555

Mailing City, State ZIP: Johnson City, TN 37602-3555

Facility Website: www.summitlife.org

Facility E-mail Address: contact@summitlife.org

Facility Point of Contact: Matt Overby and Erin Knapp

POC Telephone: 423-283-7557

POC E-mail Address: matt@summitlife.org

GINI Energy Assessment Team

Lead Assessor Name: Carol Landis

Lead Assessor Telephone:

Lead Assessor E-mail: c.landis83@gmail.com

GINI Assessor Name: Don Davis

GINI Assessor Name: Glen McCoy

GINI Assessor Name: Shelley Stahlman

GINI Assessor Name: Vicki Shimberg

GINI Assessor Name: Autumn Edwards

GINI Assessor Name: Greg Lenske

GINI Assessor Name: Ted Jackson

GINI Assessor Name:

Energy Assessment Date: Friday, November 20, 2015

Energy Assessment Time: 09:00 - 11:00

Number of Buildings: 1

Building Size (sf): 21,000 (approximate)

Number of Heat/Cool Zones: 4

Electricity Provider: Johnson City Power Board

Natural Gas/Propane Provider: Atmos Energy

Potable Water Provider: Johnson City Public Water System

Energy Assessment Checklist (Green Interfaith)

Overall completion rate	15.4%			
Individual completion rate	4.6%	8.3%	17.6%	62.0%

#	Check Items or Suggested Improvement Recommendations (O&M, STECM, LTECM) ST=Short Term, LT=Long Term O&M=Oper.&Maint., ECM=Energy Conservation Measure	Observations and Concerns	Concern? (Check=Yes)	Recommend? (Check=Yes)	N/A? (Check=Not Applicable)	N/E? (Check=Not Evaluated)
1	Building Exterior		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
1.1	Walls and Insulation	The insulation in the walls and roof in the facility appears to effectively retard air and heat flows into or out of the building envelope.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.2	O&M	Insulate a section of a wall at an open box in Eric's office. There was an 8 °F difference, indicating heat/cooling loss through building envelope.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.3	ECM	None	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.4	Framing of Windows and Doors	The doors and windows on the exterior of the building are in very good shape for being in service for about 30 years. Windows are double paned and doors have weatherstripping present. Based on IR temperature measurements at various places, in general temperature differences are less than 2 °F from ambient, except in areas noted below in the O&M recommendations.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.5	O&M	Install caulking or low-expansion foam in all window corners where weatherstripping is not present (probably due to shrinkage or installation). Temperature differences from 3-5 up to 10+ °F in those areas compared to ambient temperatures.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.6	O&M	Check and repair/replace weatherstripping on main entrance doors (lower section missing, but doesn't appear to be losing heat) and entrance double door near loading dock. Small heat losses found, but lower priority than the windows.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.7	Seals around Pipes	None	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
1.8	O&M	None	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
1.9	ECM	None	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
1.10	Roof	The roof has encapsulated batts along with ridge vent system (that is non-functional) for use in hot weather. The roof uses skylights to provide daylighting into the unconditioned warehouse space.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.11	O&M	None	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.12	ECM	None	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.13	Gutters and Downspouts	No obvious signs of water leakage into the building envelope.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.14	O&M	Matt Overby noted that a section of one downspout is missing and will be repaired.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.15	ECM	None	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.16	Lighting and Signs	In general interior lighting is well-designed for office and meeting room uses. Summit Leadership Center uses daylighting to augment perimeter office space and for the warehouse area. Uses administrative controls and education (i.e., signage/reminders) to turn off lights when not in use. Largest opportunity to save energy will be in lighting. Most (3/4) of the Exit signs have been replaced with newer LED Exit signs.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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1.17	O&M	Replace 40W T12 fluorescent bulbs with more efficient 32W T8 bulbs. There are a total of 105 fixtures with 4 bulbs [4-foot] each throughout the office/meeting areas. Energy use per luminaire (fixture) should drop from 190 W to 120 W for a similar provision of lighting. Have a qualified electrician check to see if electronic ballasts are in use; if older magnetic ballasts are used, have them replaced when converting to T8 bulbs.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.18	STECM	Replace the 36 incandescent track lighting bulbs in the Café area with LED bulbs that can be dimmable. Have a qualified electrician look at and likely replace the three rheostats (dimmers) controlling the track lights with ones that will work with the lower power LED lights and generate far less waste heat. Temperatures at the current rheostats ranged from 90-100 F. Replace 3 incandescent Exit signs with LED Exit signs (with battery backup); be mindful that the older Exit signs may have lead-acid battery backups and recycle appropriately.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.19	LTECM	Assess whether the 4-foot fluorescent fixtures required to be on 24/7 for safety / building code requirements can be replaced with 2x4-foot LED troffers. Cost per LED troffer is about \$120 each and uses about 45 W and should last about 50,000 hours (5 years constant use). Consider replacing other high-demand lights with LED troffers (luminaires). Have a qualified electrician install the LED troffers.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.20	O&M	While checking outside, the night light outside of the side door by the air handlers was destroyed. Though not necessarily an energy issue, it could be a security issue. The light needs to be replaced with a new one with a motion sensor such that it comes on only when motion is detected.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

2	HVAC		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.1	Main HVAC Unit(s)	<p>The Summit building HVAC consist of 4 air handlers with conventional cooling and gas fired heating. Three units are located outside along the wall adjacent to the café. The fourth unit is inside the mechanical room with incoming power and other utilities. This fourth unit services the upstairs offices. The three outside air handlers service the main first floor office areas.</p> <p>Two of the three outside units appear to be original with the building. These two are Trane models TTA060D300A0 and YCH090C3H0BE. The third outside unit appears to be a replacement from the original. It is York model D6NZ048D09006NXA. The unit located in the mechanical closet is a York XE-90. There were no visual indications of any issues with the units.</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.2	O&M	None	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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2.3	ECM	None	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.4	Auxiliary HVAC Unit(s)		<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
2.5	O&M		<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
2.6	ECM		<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
2.7	Thermostats	With one exception, thermostats are programmable and used to control zone temperatures. Several thermostats were observed to have differing room temperatures versus the setpoint temperature. In the Café area, setpoint 55°F, display 65°F. Connections area, setpoint 58°F, display 66°F. Multipurpose area, setpoint 59°F, display 70°F.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.8	O&M	Verify and adjust (as needed) that the setback and occupied temperatures on the thermostats meet energy savings (55/85°F) and comfort (68/78°F) levels for your staff and visitors. For the non-programmable thermostat found upstairs, ensure administrative controls are followed for setback and occupied temperatures during the heating and cooling seasons. Use temperature / humidity dataloggers to record temperature fluctuations over a long-period (week or longer) to ensure adequate comfort and energy savings.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.9	ECM	None	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.10	Filters and Maintenance	None	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
2.11	O&M	None	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
2.12	ECM	None	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
2.13	Cooling		<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
2.14	O&M		<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
2.15	ECM		<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
2.16			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.17	O&M		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.18	ECM		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.19			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.20			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3	Main Entry (or Reception Area)		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.1	Air Leaks	None	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.2	O&M	None	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.3	ECM	None	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.4	Lighting	Good use of daylighting to augment artificial lighting around reception area	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.5	O&M	None	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.6	ECM	None	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.7	Thermostat	Thermostat situated in Library area controls Reception and Kitchen areas	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.8	O&M	None	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.9	ECM	None	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.10	Other	None	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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3.11	O&M	None	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.12	ECM	None	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.13			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.14	O&M		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.15	ECM		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.16			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.17	O&M		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.18	ECM		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.19			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.20			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

4 Hospitality Area			<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
4.1	Air Leaks	None	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.2	O&M	None	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.3	ECM	None	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.4	Energy Loads	The following appliances were turned off or unplugged during inspection: toaster oven, bagel toaster, dishwasher. Refrigerator on with ice-maker plumbed but not operational (maybe turned off). Coffee grinder/maker on 24/7. Microwave has digital clock display on.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.5	O&M	Check energy draw on coffee brewer over period of time using Kill-O-Watt meter to see if opportunity for savings. Most instant-on coffee brewing systems have a heated water reservoir that keeps water near brewing temperature. Assess coffee brewer usage over period of time to see if a timer can be used for periods of heavy usage (e.g., mornings until 10 AM).	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.6	O&M	Consider placing microwave on a power strip and instituting an administrative control to power off the strip when not in use. Microwaves use 1-5 Watts in standby mode.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.7	Sound System		<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
4.8	O&M		<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
4.9	ECM		<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
4.10	Electrical Outlets		<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
4.11	O&M		<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
4.12	ECM		<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
4.13	Auxillary Heating and Cooling		<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
4.14	O&M		<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
4.15	ECM		<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
4.16	Other		<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
4.17	O&M		<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
4.18	ECM		<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
4.19			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.20			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

#	Check Items or Suggested Improvement Recommendations (O&M, STECM, LTECM) ST=Short Term, LT=Long Term O&M=Oper.&Maint., ECM=Energy Conservation Measure	Observations and Concerns	Concern? (Check=Yes)	Recommend? (Check=Yes)	N/A? (Check=Not Applicable)	N/E? (Check=Not Evaluated)
5	Offices and Café (Meeting Area)		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.1	Downstairs Offices	Several offices use power strips to control phantom power loads on electrical equipment or equipment was unplugged when not in use.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.2	O&M	Determine power usage via Kill-O-Watt meter on the Ricoh copier/fax machine and another standalone copier is located. (Multifunction printers can use up to 5 Watts in standby mode).	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.3	O&M	Employ power strips and administrative controls in offices where computer equipment, TV, and shredder is located to turn off when not in use.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.4	O&M	Replace incandescent bulbs in standalone lamps with equivalent CFL or LED bulbs in Flex Rooms 1-4	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.5	ECM	None	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.6	Upstairs Offices	Several offices use power strips to control phantom power loads on electrical equipment or equipment was unplugged when not in use.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.7	O&M	Institute administrative controls for ceiling lights and bathroom light and fan being turned off when not in use. Observed that lights left on when unoccupied.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.8	ECM	None	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.9	Board Room and Meeting Rooms	Good use of daylighting to augment artificial lighting.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.10	O&M	Check small TV (not instant-on) with Kill-O-Watt meter to determine if in use significantly during a long time period.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.11	ECM	None	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.12	Café	During walk-through, observed insulated window blinds and door curtains used to reduce energy use. Large TV/Computer monitor and DVD player unplugged.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.13	O&M	See Lighting recommendations for track light changeover to LEDs and rheostats heat generation.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.14	ECM	None	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.15	Library	Two vending refrigerators are on power strips. Other equipment hardwired, except a laptop and clock/radio.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.16	O&M	Consider using a power strip for the computer and clock/radio.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.17	ECM	None	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.18	Bathrooms	Bathroom toilets are lower flow models (1.3-1.6 gpf) to conserve water.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.19	O&M	A few of the bathroom light fixtures or light bulbs are inoperable. Consider repair or replacement as needed.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.20	ECM	None	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6	Kitchen Area		<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
6.1	Refrigeration / Freezer Unit(s)		<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
6.2	O&M		<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
6.3	ECM		<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
6.4	Range and Oven and Toaster		<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

#	Check Items or Suggested Improvement Recommendations (O&M, STECM, LTECM) ST=Short Term, LT=Long Term O&M=Oper.&Maint., ECM=Energy Conservation Measure	Observations and Concerns	Concern? (Check=Yes)	Recommend? (Check=Yes)	N/A? (Check=Not Applicable)	N/E? (Check=Not Evaluated)
6.5	O&M		<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
6.6	ECM		<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
6.7	Garbage Disposal		<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
6.8	O&M		<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
6.9	ECM		<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
6.10	Dishwashing		<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
6.11	O&M		<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
6.12	ECM		<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
6.13	Food Purchasing and Storage		<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
6.14	O&M		<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
6.15	ECM		<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
6.16	Dishes and Serveware		<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
6.17	O&M		<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
6.18	ECM		<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
6.19	Kitchen Chemicals and Other		<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
6.20	O&M		<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

7	Domestic Water Heating		<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
7.1	Water Heater Type	A small (likely 30 gallon) conventional electric water heater is located above women's bathroom. Unknown installation date. There is low demand for domestic hot water (occasional handwashing, rarely run dishwasher).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
7.2	O&M	If able, conduct a water heater tank draining to remove any sediment or scale buildup on the electric coils, to prolong the life of the water heater. Inspect bottom of tank for rust or signs of leakage.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
7.3	LTECM	When time comes to replace the domestic hot water heater, replace with a more energy efficient model and insulate the tank with a jacket and insulate the hot water lines to the end point-of-use. The above-the-ceiling location of the water heater make it impractical to have and use controls to place the water heater in vacation mode for periods of disuse. Replacement by an on-demand (tankless) water heater may not be cost-effective, given the low demand for hot water in this facility.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
7.4	Number of Water Heaters and Condition	1, unknown (not readily accessible)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
7.5	O&M	None	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
7.6	ECM	None	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
7.7	Insulation of Pipes and Tank	No insulation likely (not evaluated)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
7.8	O&M	None	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
7.9	LTECM	Insulate hot water supply lines to sinks and dishwasher, if practical.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
7.10			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
7.11	O&M		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
7.12	ECM		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

#	Check Items or Suggested Improvement Recommendations (O&M, STECM, LTECM) ST=Short Term, LT=Long Term O&M=Oper.&Maint., ECM=Energy Conservation Measure	Observations and Concerns	Concern? (Check=Yes)	Recommend? (Check=Yes)	N/A? (Check=Not Applicable)	N/E? (Check=Not Evaluated)
7.13			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
7.14	O&M		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
7.15	ECM		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
7.16			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
7.17	O&M		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
7.18	ECM		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
7.19			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
7.20			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

8	Offices and Technology Use		<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8.1	Computers and Monitors	See above sections for observations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8.2	O&M	None	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8.3	LTECM	When considering replacement of electronic equipment, purchase units that are Energy Star rated.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8.4	Copiers and Printers	See above sections for observations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8.5	O&M	None	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8.6	LTECM	When considering replacement of electronic equipment, purchase units that are Energy Star rated.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8.7	Shredders	See above sections for observations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8.8	O&M	Observation and Concern for 8.8	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8.9	LTECM	When considering replacement of electronic equipment, purchase units that are Energy Star rated.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8.10	Projectors	None	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8.11	O&M	None	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8.12	LTECM	When considering replacement of electronic equipment, purchase units that are Energy Star rated.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8.13	Audio Systems	None	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8.14	O&M	None	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8.15	LTECM	When considering replacement of electronic equipment, purchase units that are Energy Star rated.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8.16	Other (Telephone System, Intercom, etc.)	None	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8.17	O&M	None	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8.18	LTECM	When considering replacement of electronic equipment, purchase units that are Energy Star rated.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8.19			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8.20			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

9	Grounds		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
9.1	Lawn		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
9.2	O&M		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
9.3	ECM		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
9.4	Shrubs and Trees		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
9.5	O&M		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

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9.6	ECM		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
9.7	Flower Beds		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
9.8	O&M		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
9.9	ECM		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
9.10	Mulch and Yard Waste		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
9.11	O&M		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
9.12	ECM		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
9.13	Water Collection		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
9.14	O&M		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
9.15	ECM		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
9.16	Composting and Gardens		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
9.17	O&M		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
9.18	ECM		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
9.19	Paved Areas and Runoff Zones		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
9.20	O&M		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
9.21	ECM		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
9.22	Chemicals and Fertilizers		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
9.23	O&M		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
9.24	ECM		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
9.25			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
9.26	O&M		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
9.27	ECM		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
9.28			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
9.29	O&M		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
9.30	ECM		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
10	Out Buildings		<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
10.1	Warehouse and Storage	The unconditioned warehouse space uses daylighting (via skylights) and natural ventilation to maintain the ability to work and store items from Summit's partners. During the rare occurrences that there are night-time operations, there are 18 banks of 8-foot T12 fluorescent light fixtures to provide additional lighting. The sliding vent mechanisms are not (and have not been) functional.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10.2	O&M	None	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10.3	LTECM	Unless there is a change in night-time operations (exceeding 15 hours per week consistently), there is no need to change the T12 bulbs to more efficient T8 lights and electronic starters/ballasts.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10.4	Other		<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
10.5	O&M		<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
10.6	ECM		<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
10.7			<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
10.8	O&M		<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
10.9	ECM		<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

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10.10			<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
10.11	O&M		<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
10.12	ECM		<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
10.13			<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
10.14	O&M		<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
10.15	ECM		<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
10.16			<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
10.17	O&M		<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
10.18	ECM		<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
10.19			<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
10.20			<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

11	Vehicles		<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
11.1	Car(s) and Van(s) and Bus(es)	Friendship Auto Group in Bristol donated one car and one van for Summit Leadership Foundation's use. Friendship Auto Group performs all maintenance on the vehicles.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11.2	O&M	None	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11.3	ECM	None	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11.4	Mower and Tractor		<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
11.5	O&M		<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
11.6	ECM		<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
11.7	Other		<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
11.8	O&M		<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
11.9	ECM		<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
11.10			<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
11.11	O&M		<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
11.12	ECM		<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
11.13			<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
11.14	O&M		<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
11.15	ECM		<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
11.16			<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
11.17	O&M		<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
11.18	ECM		<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
11.19			<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
11.20			<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

12	Space Utilization		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
12.1	Maximize Space Usage		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
12.2	O&M		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
12.3	ECM		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
12.4	Reduce Empty Storage		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
12.5	O&M		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
12.6	ECM		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

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12.7			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
12.8	O&M		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
12.9	ECM		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
12.10			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
12.11	O&M		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
12.12	ECM		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
12.13			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
12.14	O&M		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
12.15	ECM		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
12.16			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
12.17	O&M		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
12.18	ECM		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
12.19			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
12.20			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
13	Renewables Potential		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
13.1			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
13.2	O&M		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
13.3	ECM		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
13.4			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
13.5	O&M		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
13.6	ECM		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
13.7			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
13.8	O&M		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
13.9	ECM		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
13.10			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
13.11	O&M		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
13.12	ECM		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
13.13			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
13.14	O&M		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
13.15	ECM		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
13.16			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
13.17	O&M		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
13.18	ECM		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
13.19			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
13.20			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
14	Recycling and Earth-Friendly Practices		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
14.1	Recycling	Matt Overby noted that Summit Leadership routinely fills 1 or 2 65-gallon recycling totes for Johnson City weekly.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
14.2	O&M	None	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
14.3	ECM	None	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
14.4			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

#	Check Items or Suggested Improvement Recommendations (O&M, STECM, LTECM) ST=Short Term, LT=Long Term O&M=Oper.&Maint., ECM=Energy Conservation Measure	Observations and Concerns	Concern? (Check=Yes)	Recommend? (Check=Yes)	N/A? (Check=Not Applicable)	N/E? (Check=Not Evaluated)
14.5	O&M		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
14.6	ECM		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
14.7			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
14.8	O&M		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
14.9	ECM		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
14.10			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
14.11	O&M		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
14.12	ECM		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
14.13			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
14.14	O&M		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
14.15	ECM		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
14.16			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
14.17	O&M		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
14.18	ECM		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
14.19			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
14.20			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

15	Foundation for Energy Conservation and Other Notes		<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
15.1	Publicize Commitment to Energy Conservation	Making a public commitment encourages follow-through	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
15.2	O&M	Pass Board Resolution	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
15.3	O&M	Issue statements via internal or external media	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
15.4	Solicit and Appoint Energy Steward and Energy Team	Coordinate and execute conservation efforts	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
15.5	O&M	Energy Steward able to lead others, understand energy uses	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
15.6	O&M	Team members mix of hard workers, technical, influential people	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
15.7	Establish a Baseline or Benchmark	Determines the energy and cost savings from a past period. Summit Leadership Foundation runs Profit/Loss reports monthly to highlight deviations to electricity, gas, and water costs to act upon significant upward changes on a month-to-month basis.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
15.8	O&M	Collect and enter past 2 years of energy bills (both energy/water use and cost).	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
15.9	O&M	Use ENERGY STAR's Portfolio Manager for data analyses and trending	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
15.10	Check Item Name for 15.10	Observation and Concern for 15.10	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
15.11	Check Item Name for 15.11	Observation and Concern for 15.11	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
15.12	Check Item Name for 15.12	Observation and Concern for 15.12	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
15.13	Check Item Name for 15.13	Observation and Concern for 15.13	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
15.14	Check Item Name for 15.14	Observation and Concern for 15.14	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
15.15	Check Item Name for 15.15	Observation and Concern for 15.15	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
15.16	Check Item Name for 15.16	Observation and Concern for 15.16	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
15.17	Check Item Name for 15.17	Observation and Concern for 15.17	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
15.18	Check Item Name for 15.18	Observation and Concern for 15.18	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
15.19	Check Item Name for 15.19	Observation and Concern for 15.19	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
15.20	Check Item Name for 15.20	Observation and Concern for 15.20	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

#	Check Items or Suggested Improvement Recommendations (O&M, STECM, LTECM) ST=Short Term, LT=Long Term O&M=Oper.&Maint., ECM=Energy Conservation Measure	Observations and Concerns	Concern? (Check=Yes)	Recommend? (Check=Yes)	N/A? (Check=Not Applicable)	N/E? (Check=Not Evaluated)
16	Photographs		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
16.1	IMG_0001.JPG	Energy Assessment Site: Summit Leadership Center	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
16.2	IMG_0002.JPG	Assessment Team members checking HVAC and heat loss through windows	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
16.3	IMG_0003.JPG	Checking electrical loads and losses in kitchen area	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
16.4	IMG_0006.JPG	Assessment Team members discuss building envelope findings with facility manager (3rd on right)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
16.5	IMG_0007.JPG	Energy losses through corners of double-paned windows	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
16.6	IMG_0008.JPG	Door weatherstripping missing on lower half of main entrance door	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
16.7	IMG_0010.JPG	Bank of 4 T12 fluorescent bulbs in troffer (fixture)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
16.8	IMG_0011.JPG	Walk-through of office area checking for thermostats (left), electrical outlets, general lighting. Note daylighting augmented overhead lights.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
16.9	IMG_0015.JPG	Assessment of mezzanine (upstairs in warehouse) area. Noted daylighting used for low-level tasks, natural ventilation available (not functional) during summer months and 8-foot T12 lights for additional lighting. Roof line insulated.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
16.10	IMG_0017.JPG	Closing conference debriefing with Energy Assessment Team and Summit Leadership Center key personnel.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
16.11	IMG_0018.JPG	Bank of 3 dimmer switches (rheostats) with integral heat sinks that generate heat.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
16.12	IMG_0019.JPG	Security lighting for outside HVAC units damaged and inoperable.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
16.13	Check Item Name for 16.13	Observation and Concern for 16.13	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
16.14	Check Item Name for 16.14	Observation and Concern for 16.14	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
16.15	Check Item Name for 16.15	Observation and Concern for 16.15	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
16.16	Check Item Name for 16.16	Observation and Concern for 16.16	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
16.17	Check Item Name for 16.17	Observation and Concern for 16.17	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
16.18	Check Item Name for 16.18	Observation and Concern for 16.18	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
16.19	Check Item Name for 16.19	Observation and Concern for 16.19	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
16.20	Check Item Name for 16.20	Observation and Concern for 16.20	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>