



SPOT CHECK FORM

## ENERGY CONSERVATION MEASURES IN GOVERNMENT

NAME OF GOVERNMENT OFFICE: \_\_\_\_\_

LOCATION : \_\_\_\_\_

DATE : \_\_\_\_\_ TIME : \_\_\_\_\_

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1. Enercon Officer

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2. Office issuance of energy Conservation

### ELECTRICITY

Floor No./Building No.

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1. Use of CFL and slim type fluorescent lamps

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2. Room Setting temperature not lower than 25 degrees Centigrade

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3. Operate aircon only from 9 am to 4 pm

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4. Air leakage/infiltration

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5. Air-con setting (fan) during lunch time

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6. Turn-off computers/equipments/appliances when not in use

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7. 2nd floor elevator services bypass

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8. Electric Utility Bill (Readily available)

### FUEL

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1. Inventory list and assignment of government service vehicles to a particular official

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2. Monthly fuel consumption report/record

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3. Preventive maintenance schedule of service vehicles including repairs

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4. Records of daily entry and dispatch of service vehicles from motorpool

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5. Records of Trip Tickets for each service vehicle

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6. Idling of engines while waiting and/or parking

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7. Using CME blended diesel fuel

Notes

Rating: 1 - 10 (1-lowest, 10-highest)

Team Members: \_\_\_\_\_