

## ENERGY ACTION PLAN - INSTITUTION

**Name of Institution:** \_\_\_\_\_

Use the following action plan to organize your energy stewardship efforts. Use the “13 Steps to Save Energy in Your Faith-based Facility” document for reference.

### Steps 1 – 2: Laying a Foundation

Action	Deadline	Who's Responsible	Completed? (Y/N)
Pass a governing board resolution supporting energy conservation			
Publicize your commitment through a sermon, newsletter or other public forum			
Appoint an Energy Team, with “Power Broker,” “Chief Geek,” etc.			

### Step 3: Establish a Baseline (Benchmark)

Action	Deadline	Who's Responsible	Completed? (Y/N)
Enter your energy usage into Portfolio Manager			
Calculate your annual greenhouse gas emissions & share data with GreenFaith			

### Step 4: Temperature Control

Action	Deadline	Who's Responsible	Completed? (Y/N)
Install 7-day programmable thermostats			
Program thermostats according to building usage			
Establish meaningful thermostat temperatures setbacks			

### Step 5: Heating and Cooling Equipment

Action	Deadline	Who's Responsible	Completed? (Y/N)
Tune HVAC system to proper specifications			
Change or clean HVAC filters monthly during peak heating /cool season			

### Step 6: Facility Usage

Action	Deadline	Who's Responsible	Completed? (Y/N)
Schedule meetings within one temperature zone when possible			
Schedule smaller meetings in smaller rooms			

### Steps 7-9: Lighting

Action	Deadline	Who's Responsible	Completed? (Y/N)
Replace incandescent bulbs with CFLs or LEDs (including emergency exit signs)			
Replace T-12 fluorescent lights with T-8 bulbs			
Manage outdoor lighting for efficiency			

### Step 10: Refrigerators

Action	Deadline	Who's Responsible	Completed? (Y/N)
Consolidate partially filled refrigerators and shut off extra ones			
Move refrigerators 3 inches from the wall; vacuum coils/vents			
Replace refrigerators with ENERGY STAR models			

### Step 11: Water Heater

Action	Deadline	Who's Responsible	Completed? (Y/N)
Set water temperature no higher than 110 degrees (exceptions: showers, pre-school)			
Insulate first 3 feet of the water heater "out" pipe; use insulation blanket on pre-2004 units			
Turn temperature down on days when the heater isn't needed			
Replace hot water tank with smaller or on-demand heater			

### Step 12: Go ENERGY STAR, Cut Vampire Load

Action	Deadline	Who's Responsible	Completed? (Y/N)
Use power strips for clusters of equipment			
Pass ENERGY STAR appliance purchasing policy			

### Step 13: Building Envelope

Action	Deadline	Who's Responsible	Completed? (Y/N)
Weather-strip drafty doors and windows			
Assess need to insulate the attic and other areas			