

ENERGY MANAGEMENT BASELINE QUESTIONNAIRE

1. Name of Company: _____

ENERGY MANAGEMENT

2. Does your office pay electricity bills directly to your utility?

- No, it is included in our rent
- No, we pay monthly to our property manager
- Yes, we pay directly to the utility

Who supplies your electricity? _____

What is your account number? _____

3. Do you currently track your energy?

- Yes, monthly
- Yes, bimonthly
- Yes, quarterly
- Yes, annually
- We track energy, but not regularly
- No

If you answered yes to question #2, skip to **LIGHTING!**

If you answered no to question #2, answer questions #4 and #5:

4. Does your space have a building-operated or temporary submeter?

Hint: Ask your property manager

- Yes
- No
- I don't know

5. When was the submeter installed?

Hint: Ask your property manager

____ / ____ / ____
Month Day Year

LIGHTING

6. Has your office conducted a lighting audit in the last 3 years?

Hint: If you have been in your space for more than 3 years ask your office manager; if you have been in your space for less than 3 years ask your property manager

- Yes, and a lighting retrofit was recommended
- Yes, and a lighting retrofit was not recommended
- No

7. Has your office retrofitted lighting in the last 3 years?
Hint: If you have been in your space for more than 3 years ask your office manager; if you have been in your space for less than 3 years ask your property manager
- Yes
 - No
 - No, but we conducted a lighting retrofit _____ years ago
8. If you conducted an audit today and a retrofit was recommended, would your office consider retrofitting lighting?
Hint: Ask your office manager
- Yes
 - No
 - Maybe

APPLIANCES AND ELECTRONICS

9. What strategies do you currently use to reduce appliance and electronic energy use?
Hint: Ask your office manager
- Automatic appliance controls
 - Power management software on computers
 - ENERGY STAR® electronics and appliances
 - Manually powering down electronics and appliances
 - Other: _____

HEATING AND COOLING

10. Is the property management able to make of the following changes in your space?
Hint: Ask your property manager
- Set back the thermostat
 - Lock out reheat panels
 - Control systems based on occupancy times
 - Other: _____