



# CHECKLIST

*Please, provide your own saveatwork logo and delete this text!*

## Energy Audit and Analysis Tool

Project SAVE@WORK  
Deliverable 5.1

*Please, provide your own company logo and delete this text!*

## General Information

**Dear Energy-Team,**

you are being asked to complete this checklist as part of your building's participation in the save@work projet. This checklist will help you getting an overview of the current energy behaviour in your building. It is designed to be your guideline for the on-site visit in your building. You will need the completed checklist at your initial workshop in order to know abot energy saving potentials and to elaborate suitable energy saving measures in your office building.

The Checklist contains the following sections:

- a) **Getting started:** how to work with the checklist (read this in advance)
- b) **Basic data** about the circumstances of your on-site-visit and your office building (start your on-site visit with these registers)
- c) Energy behaviour relevant in **all office rooms:**
  - Heating and ventilation
  - Lighting
  - Air-conditioning (if appropriate for your office)
- d) Energy behaviour **at workstations and common rooms**
  - Computer
  - Copier, printer and projectors
- e) **Other** energy Behaviours in
  - Kitchenette
  - Bathroom

You may use this checklist in electronic format or in printed form. This is totally up to you.

If you take the printed form you also can draw the ground plan of the inspected building. Use the back of your sheets to do so. The plan can support you to consider the room arrangement and the equipment of the building. Furthermore, saliences you notice during the inspection can be documented like that, e.g. facilities that do not work, personal extra printers of employees etc. Please consider, that the checklist is designed to be completed in the heating period!

If there occur any questions regarding this checklist, please, get in touch with your national contact point. Your contact point is: *Please, provide your own contacts and delete this text!*

*Mr./Ms./Mrs. First Name Surname*

*Project Partner*

*E-Mail:*

*Phone:*

We wish you all the best in identifying and collecting as many energy saving potentials as possible in your office building!



# 1 Getting started

Before you start your on-site visit, please, read this introduction in order to make the on-site visit efficiently and effectively. The whole process of the on-site-visit is based on three phases:

**Phase 1: Preparation**

**Phase 2: On-site visit**

**Phase 3: Follow-up**

In the following you will find more details about these phases.

## Phase 1: Preparation

**a) Set a date for your "Energy Efficiency Workshop" in your office.**

The agenda of this approx. half-day- workshop shall include:

- the on-site-visit with your energy team and your energy or building manager
- the elaboration of your action plan in cooperation with interested colleagues including a training on energy efficiency in offices.

People you have to discuss and agree on the date of the workshop are:

- your members of the energy team
- your energy or building manager responsible for your building
- your national contact point (for the training)

In addition you will need a meeting room for the elaboration of the action plan and the training.

**b) Invite colleagues of your office** to the elaboration of the action plan and the training on energy efficiency in offices. There is no need that all of them join, but it would be fine to get a couple of interested people.

**c) Check the number of employees in your office** - see register "2.1 General Data"

Ask your office administration for the requested data on employees and working stations in your office. Please, also note if these figures have changed in the last 3 years.

**d) Get the data of your building** - see register "2.2 Building Data"

Get in contact with your energy or building manager and clarify the availability of the requested data. There is no need to take register "2.2 Basic Data" - normally your energy or building manager will have his own statistical reportings. And in case she/he has no own statistical reportings the register of this checklist may be taken.

**e) Inform your energy team**

Provide this checklist to your energy team in advance of the on-site visit and print the complete checklist or provide it on a tablet etc. You will need one set of the checklist for the whole energy team.

## Phase 2: On-Site-Visit

**a) Meet your energy team and energy or building manager** in the entrance area of your office (inside or outside).

**b) Check the different types of rooms in your office** corresponding to this checklist. Fill in the requested data and information in accordance with your team

**c) Take photos or make sketches** in order to get a better "picture" of the current situation.

There is no need to check each room and each floor of your building. The idea of the on-site visit is to :

- get a general knowledge about energy behaviour in your office building
- check out potentials energy efficient behaviour in your office building
- identify beneficial measures for energy efficient behaviour in your office

Thus, depending on the personal experiences of you and your energy team, you may decide how detailed your on-site-visit is implemented.

**d) Highlight open question** you will discuss in the workshop to elaborate the action plan.

## Phase 3: Follow-up

**a) Meet with interested employees** to elaborate the action plan. The idea is to present your findings of your on-site visit focusing on the best practices and on potentials to increase the energy performance of your team.

The elaboration of the action plan may be structured the following way (proposal)

- Introduction: Inform about save@work, Climate Change/Energy Efficiency, Scope of the workshop, agenda, after the workshop
- Team Building: find out your common energy efficiency slogan and your energy efficiency goals (done by group works of 3 – 4 persons)
- Information: present the status quo of the current energy behaviour (report of energy team and discussion)
- Brainstorming/Speeddate: Identify your ideas to increase energy efficiency in our offices
- Assessment: Check energy efficiency proposals commonly in terms of feasibility, priority and identification of support
- Activation of employees: define a strategy for an interesting and successful campaign in your office

**b) Join the training on energy efficiency in offices** presented by your national contact point. You will learn about:

- Energy efficiency in practice: tips and tricks, examples as well as knowledge-exchange (link to identified support)
- Managing energy efficiency: plan-do-check-act
- Supporting materials of save@ work
- Online-tools of save@work

**c) Get your action plan approved by the head of your department** and send the final action plan to your colleagues. **IMPORTANT:** Also invite them to join the competition!

## 2.1 General Data

Please provide the following general data of your on-site-visit.

### Participants

Name of person filling out checklist:

Department:

Date:

Time:

Participants of on-site visit (name/department):

All departments of the building are represented in the on-site visit:  yes  no

If no, which departments of the building are not represented:

### Weather and indoor conditions

Please provide the following information concerning the current weather. You may find current weather data e.g. on [wetter.com](http://wetter.com)

Temperatur: \_\_\_\_\_ °C (outdoor air) \_\_\_\_\_ °C (indoor air)

Source indoor air:  measured  personal estimate, because it is:  
 chilly  suitable  warm inside

Weather today:  sunny  cloudy  rainy  other:

Wind: \_\_\_\_\_ km/h

Humidity: \_\_\_\_\_ % (outdoor air) \_\_\_\_\_ % (indoor air)

Source indoor humidity:  measured  personal estimate, because it is:  
 dry  suitable  humid inside

Additional information on weather and indoor conditions:

### Further remarks

Please provide information about physical wellbeing and / or environmental factors or discomfort in your office.



## 2.2 Building Data

*Please, ask these data from your your building or energy manager. If she/he has the required data in an own file, she/he shall hand it over to you in advance of the on-site visit. In this case, please add only missing data.*

Building			
Year of construction:	Number of floors:	Floor area:	m <sup>2</sup>
Basement existing: <input type="checkbox"/> yes <input type="checkbox"/> no	Attic floor existing: <input type="checkbox"/> yes <input type="checkbox"/> no		
Type of building: <input type="checkbox"/> detached building <input type="checkbox"/> block development			
Number of employees:		Number of full-time equivalents:	
Number of working places (also those, which are currently not staffed):			

Heating			
Type of heating:			
<input type="checkbox"/> central heating <input type="checkbox"/> self-contained central heating <input type="checkbox"/> single room heating			
Hot Water: <input type="checkbox"/> central heating <input type="checkbox"/> individual boilers (electricity)			
Energy source: (e.g. oil, natural gas, district heating)			
Annual energy consumption (heating):	<i>Conversion</i>	Annual energy costs (heating):	
2013 _____ m <sup>3</sup> , kg, l, kWh ...	<i>1 l oil = 10 kWh</i>	2013 _____	€
2014 _____ m <sup>3</sup> , kg, l, kWh ...	<i>1 m<sup>3</sup> gas = 10 kWh</i>	2014 _____	€
2015 _____ m <sup>3</sup> , kg, l, kWh ...	<i>1 MWh = 1.000 kWh</i>	2015 _____	€
∅ _____ kWh/year	<i>Σ energy consumption x conversion / number of years</i>	∅ _____	€/year
Benchmark _____ kWh/m <sup>2</sup>	<i>∅ / floor area</i>		
Benchmark: <span style="background-color: #008000; color: white; padding: 2px;">low (&lt; 50 kWh/m<sup>2</sup>)</span> <span style="background-color: #ff0; color: black; padding: 2px;">medium (50 - 100 kWh/m<sup>2</sup>)</span> <span style="background-color: #ff0000; color: white; padding: 2px;">high (&gt; 100 kWh/m<sup>2</sup>)</span>			

Electricity			
Annual energy consumption (electricity):		Annual energy costs (electricity):	
2013 _____ kWh		2013 _____	€
2014 _____ kWh		2014 _____	€
2015 _____ kWh		2015 _____	€
∅ _____ kWh/year	<i>Σ energy consumption / number of years</i>	∅ _____	€/year
Benchmark _____ kWh/emp.	<i>∅ / employee</i>		
Benchmark: <span style="background-color: #008000; color: white; padding: 2px;">low (&lt; 750 kWh/emp.)</span> <span style="background-color: #ff0; color: black; padding: 2px;">medium (750 - 2.000 kWh/emp.)</span> <span style="background-color: #ff0000; color: white; padding: 2px;">high (&gt; 2.000 kWh/emp.)</span>			

Other Appliances			
Ventilation available:	<input type="checkbox"/> yes	<input type="checkbox"/> no	remarks: _____
Air-conditioning available:	<input type="checkbox"/> yes	<input type="checkbox"/> no	remarks: _____
Solar thermal plant available:	<input type="checkbox"/> yes	<input type="checkbox"/> no	remarks: _____
Photovoltaic plant available:	<input type="checkbox"/> yes	<input type="checkbox"/> no	remarks: _____
CHP available:	<input type="checkbox"/> yes	<input type="checkbox"/> no	remarks: _____
Additional information:			



## All Rooms of the Office Heating/Ventilation

Department:

Floor Number:

### 1

#### What do I observe?

##### 1.1 How is the situation right now?

Please cross where applicable (1: strongly agree - 4: disagree) and count the number of crosses top down:

- Radiators do not make a noise
- The radiators are not covered by curtains or furniture
- The temperature in the office is pleasant (19 - 22°C)
- Radiators are warm all-over (not only at front or back)
- Valves are turned on and windows are closed

	1	2	3	4
Radiators do not make a noise	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The radiators are not covered by curtains or furniture	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The temperature in the office is pleasant (19 - 22°C)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Radiators are warm all-over (not only at front or back)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Valves are turned on and windows are closed	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Sum of crosses per category:

##### 1.3 Evaluation<sup>1</sup>

- none
- low
- medium
- high
- very high

##### 1.2 Your comment (regarding your observations):

<sup>1</sup> Saving potential according to your observations:  
many crosses 1,2: low potential  
most crosses 2,3: medium potential  
many crosses 3,4: high potential

### 2

#### How is the behaviour usually?

##### 2.1 How often do employees follow the listed measures?

Please cross where applicable and count the number of crosses top down:

- The heating is turned back when it gets too warm in the room
- Before airing the radiators are turned back
- Windows and doors are totally closed
- The heating is turned back before end of work
- The heating is turned back before weekend
- The heating is turned back before holiday

	always	often	rarely	never
The heating is turned back when it gets too warm in the room	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Before airing the radiators are turned back	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Windows and doors are totally closed	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The heating is turned back before end of work	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The heating is turned back before weekend	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The heating is turned back before holiday	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Sum of crosses per category:

##### 2.3 Evaluation<sup>1</sup>

- none
- low
- medium
- high
- very high

##### 2.2 The following questions cannot be answered now and will be enquired in the workshop:

<sup>1</sup> Saving potential according to your observations:  
many crosses always/often: low potential  
most crosses often/rarely: medium potential  
many crosses rarely/never: high potential

Which source do you refer to in your estimation:

- report:
- personal estimation
- employees told us
- other:

### 3

#### Comparison to other floors / areas

##### How is the situation compared to other floors or areas of the building?

- the same
- different (please fill in another form to describe the situation of these floors / areas)





## All Rooms of the Office

### Lighting

Department:

Floor Number:

# 1

## What do I observe?

### 1.1 How is the situation right now?

Please cross where applicable (1: strongly agree - 4: disagree) and count the number of crosses top down:

	1	2	3	4
Artificial lighting is turned off, as soon as daylight is sufficient	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
All lights are turned off, when nobody uses the room	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Floor lamps are located according to incidence of daylight	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ceiling lights are switched on according to incidence of daylight	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Switch-off time of automatic light control is under 5 min	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Sum of crosses per category:</b>				

### 1.3 Evaluation<sup>1</sup>

- none
- low
- medium
- high
- very high

### 1.2 Your comment (regarding your observations):

<sup>1</sup> Saving potential according to your observations:

many crosses 1,2: low potential  
most crosses 2,3: medium potential  
many crosses 3,4: high potential

# 2

## How is the behaviour usually?

### 2.1 How often do employees follow the listed measures?

Please cross where applicable and count the number of crosses top down:

	always	often	rarely	never
Lighting is turned off when not needed	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Lighting is turned off before end of work, weekend or holiday	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Artificial light is turned off, as soon as daylight is sufficient	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Lamps are cleaned regularly	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Sum of crosses per category:</b>				

### 2.3 Evaluation<sup>1</sup>

- none
- low
- medium
- high
- very high

### 2.2 The following questions cannot be answered now and will be enquired in the workshop:

<sup>1</sup> Saving potential according to your observations:

many crosses always/often: low potential  
most crosses often/rarely: medium potential  
many crosses rarely/never: high potential

Which source do you refer to in your estimation:

- report
- personal estimation
- employees told us
- other:

# 3

## Comparison to other floors / areas

### How is the situation compared to other floors or areas of the building?

- the same
- different (please fill in another form to describe the situation of these floors / areas)



## All Rooms of the Office

### Air-conditioning (only if appropriate for your office rooms)

Department:

Floor Number:

# 1

## What do I observe?

### 1.1 How is the situation right now?

Please cross where applicable (1: strongly agree - 4: disagree) and count the number of crosses top down. Consider that the checklist is completed during heating period!

Air-conditioning is currently switched off

1 2 3 4

Sum of crosses per category:

### 1.3 Evaluation<sup>1</sup>

- none
- low
- medium
- high
- very high

### 1.2 Your comment (regarding your observations):

<sup>1</sup> Saving potential according to your observations:  
many crosses 1,2: low potential  
most crosses 2,3: medium potential  
many crosses 3,4: high potential

# 2

## How is the behaviour usually?

### 2.1 How often do employees follow the listed measures?

Please cross where applicable and count the number of crosses top down:

Air-conditioning is only used, when room temperatures are above 25°C

When the air-conditioning is turned on, all windows are closed

Air-conditioning is turned off before end of work

Air-conditioning is turned off before weekend

Air-conditioning is turned off before holiday

always often rarely never

Sum of crosses per category:

### 2.3 Evaluation<sup>1</sup>

- none
- low
- medium
- high
- very high

### 2.2 The following questions cannot be answered now and will be enquired in the workshop:

<sup>1</sup> Saving potential according to your observations:  
many crosses always/often: low potential  
most crosses often/rarely: medium potential  
many crosses rarely/never: high potential

Which source do you refer to in your estimation:

report

employees told us

personal estimation

other:

# 3

## Comparison to other floors / areas

### How is the situation compared to other floors or areas of the building?

the same

different (please fill in another form to describe the situation of these floors / areas)





## Work stations

### Computer

Department:

Floor Number:

# 1

## What do I observe?

### 1.1 How is the situation right now?

Please cross where applicable (1: strongly agree - 4: disagree) and count the number of crosses top down.

Unused computers (e.g. person is out of office all day) are completely turned off

Screens of unused computers (e.g. person has coffee break) are turned off

	1	2	3	4
Unused computers (e.g. person is out of office all day) are completely turned off	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Screens of unused computers (e.g. person has coffee break) are turned off	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Sum of crosses per category:</b>				

### 1.3 Evaluation<sup>1</sup>

- none
- low
- medium
- high
- very high

1.2 Your comment (regarding your observations):

<sup>1</sup> Saving potential according to your observations:  
many crosses 1,2: low potential  
most crosses 2,3: medium potential  
many crosses 3,4: high potential

# 2

## How is the behaviour usually?

### 2.1 How often do employees follow the listed measures?

Please cross where applicable and count the number of crosses top down:

Screensavers are disabled

Computers are turned off and disconnected from the mains:  
before end of work  
before weekend  
before holiday

During short breaks (e.g. coffee break) the screen is turned off

During longer breaks (e.g. lunch) the computer is turned off

	always	often	rarely	never
Screensavers are disabled	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Computers are turned off and disconnected from the mains: before end of work	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
before weekend	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
before holiday	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
During short breaks (e.g. coffee break) the screen is turned off	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
During longer breaks (e.g. lunch) the computer is turned off	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Sum of crosses per category:</b>				

### 2.3 Evaluation<sup>1</sup>

- none
- low
- medium
- high
- very high

2.2 The following questions cannot be answered now and will be enquired in the workshop:

<sup>1</sup> Saving potential according to your observations:  
many crosses always/often: low potential  
most crosses often/rarely: medium potential  
many crosses rarely/never: high potential

Which source do you refer to in your estimation:

- report
- personal estimation
- employees told us
- other:

# 3

## Comparison to other floors / areas

### How is the situation compared to other floors or areas of the building?

- the same
- different (please fill in another form to describe the situation of these floors / areas)





## Work stations and common rooms

### Printer/copier and projectors

Department:

Floor Number:

# 1

## What do I observe?

### 1.1 How is the situation right now?

Please cross where applicable (1: strongly agree - 4: disagree) and count the number of crosses top down.

Printers are turned off, if employees are out of office  
Scanners are turned off, if employees are out of office  
Projectors are turned off, if not used

	1	2	3	4
Printers are turned off, if employees are out of office	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Scanners are turned off, if employees are out of office	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Projectors are turned off, if not used	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Sum of crosses per category:

### 1.3 Evaluation<sup>1</sup>

none  
 low  
 medium  
 high  
 very high

1.2 Your comment (regarding your observations):

<sup>1</sup> Saving potential according to your observations:  
many crosses 1,2: low potential  
most crosses 2,3: medium potential  
many crosses 3,4: high potential

# 2

## How is the behaviour usually?

### 2.1 How often do employees follow the listed measures?

Please cross where applicable and count the number of crosses top down:

Power saving options are activated  
Appliances are turned off / disconnected from the mains:  
before end of work  
before weekend  
before holiday  
The printer quality is adapted to respective needs

	always	often	rarely	never
Power saving options are activated	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Appliances are turned off / disconnected from the mains: before end of work	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
before weekend	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
before holiday	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The printer quality is adapted to respective needs	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Sum of crosses per category:

### 2.3 Evaluation<sup>1</sup>

none  
 low  
 medium  
 high  
 very high

2.2 The following questions cannot be answered now and will be enquired in the workshop:

<sup>1</sup> Saving potential according to your observations:  
many crosses always/often: low potential  
most crosses often/rarely: medium potential  
many crosses rarely/never: high potential

Which source do you refer to in your estimation:

report  employees told us  
 personal estimation  other:

# 3

## Comparison to other floors / areas

### How is the situation compared to other floors or areas of the building?

the same  different (please fill in another form to describe the situation of these floors / areas)





## Special rooms

### Kitchenette

Department:

Floor Number:

# 1

## What do I observe?

### 1.1 How is the situation right now?

Please cross where applicable (1: strongly agree - 4: disagree) and count the number of crosses top down.

	1	2	3	4
The fridge is totally closed	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Temperature in the fridge has 6-8°C or is set on level 1-2	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The door of the fridge has consistent sealings	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The coffee machine is connected to the grid with a plugbar	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
When the kitchen is used, the boiler is set to eco-mode	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Sum of crosses per category:</b>				

### 1.3 Evaluation<sup>1</sup>

- none
- low
- medium
- high
- very high

### 1.2 Your comment (regarding your observations):

<sup>1</sup> Saving potential according to your observations:  
 many crosses 1,2: low potential  
 most crosses 2,3: medium potential  
 many crosses 3,4: high potential

# 2

## How is the behaviour usually?

### 2.1 How often do employees follow the listed measures?

Please cross where applicable and count the number of crosses top down:

	always	often	rarely	never
The dishwasher is completely filled before turning it on	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The energy-saving mode of the dishwasher is used	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Small meals are heated in the microwave	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Small amounts of water are heated in the water boiler	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Hot dishes are not placed in the fridge	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
After having used the coffee machine, the machine is disconnected from the grid	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Sum of crosses per category:</b>				

### 2.3 Evaluation<sup>1</sup>

- none
- low
- medium
- high
- very high

### 2.2 The following questions cannot be answered now and will be enquired in the workshop:

<sup>1</sup> Saving potential according to your observations:  
 many crosses always/often: low potential  
 most crosses often/rarely: medium potential  
 many crosses rarely/never: high potential

Which source do you refer to in your estimation:

- report
- personal estimation
- employees told us
- other:

# 3

## Comparison to other floors / areas

### How is the situation compared to other floors or areas of the building?

- the same
- different (please fill in another form to describe the situation of these floors / areas)



## Special rooms

### Bathroom

Department:

Floor Number:

# 1

## What do I observe?

### 1.1 How is the situation right now?

Please cross where applicable (1: strongly agree - 4: disagree) and count the number of crosses top down:

Sinks and showers are equipped with water-saving armatures  
The hot-water boiler is turned off

	1	2	3	4
<input type="checkbox"/>				
<input type="checkbox"/>				

Sum of crosses per category:

### 1.3 Evaluation<sup>1</sup>

none  
 low  
 medium  
 high  
 very high

### 1.2 Your comment (regarding your observations):

<sup>1</sup> Saving potential according to your observations:  
many crosses 1,2: low potential  
most crosses 2,3: medium potential  
many crosses 3,4: high potential

# 2

## How is the behaviour usually?

### 2.1 How often do employees follow the listed measures?

Please cross where applicable and count the number of crosses top down:

Employees wash their hands with cold water  
The hot water boiler is turned on only for special needs

	always	often	rarely	never
<input type="checkbox"/>				
<input type="checkbox"/>				

Sum of crosses per category:

### 2.3 Evaluation<sup>1</sup>

none  
 low  
 medium  
 high  
 very high

### 2.2 The following questions cannot be answered now and will be enquired in the workshop:

<sup>1</sup> Saving potential according to your observations:  
many crosses always/often: low potential  
most crosses often/rarely: medium potential  
many crosses rarely/never: high potential

Which source do you refer to in your estimation:

report

employees told us

personal estimation

other:

# 3

## Comparison to other floors / areas

### How is the situation compared to other floors or areas of the building?

the same

different (please fill in another form to describe the situation of these floors / areas)

## Project Partners

B. & S.U. BERATUNGS- UND SERVICE-GESELLSCHAFT UMWELT MBH (BSU)

AGENZIA PER L'ENERGIA E LO SVILUPPO SOSTENIBILE ASSOCIAZIONE (AESS)

EKODOMA (EKODOMA)

ENERGIKONTOR SYDOST AB (ESS)

GRAZER ENERGIEAGENTUR GMBH (GEA)

GREENDEPENDENT INTEZET NONPROFIT KOZHASZNU KORLATOLT FELELOSSEGU TARSASAG (GDI)

PRIORITERRE (PRIO)

PRIORITERRE (PRIO)

ARBEID & MILIEU VZW (A&M)

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