

Exercise 9: Discretionary Facilities Operations Checklist

Directions: Check off actions you would like the instructor to discuss further (*More?* column). We'll take a quick poll of participants as our guide. Use the *Notes* column to flag actions you want to investigate when you return to work.

More?	Discretionary Facilities Operation Actions	Notes for your buildings
	Lighting	
	<ul style="list-style-type: none"> Match operating hours to activities 	
	<ul style="list-style-type: none"> Take advantage of daylight 	
	<ul style="list-style-type: none"> Check delays on Occupancy Sensors 	
	<ul style="list-style-type: none"> Assure appropriate Foot-candles (lumens) 	
	<ul style="list-style-type: none"> Use lamps with higher Kelvin temperature ratings (recommended: 4100°K-6500°K) 	
	Fans	
	<ul style="list-style-type: none"> Match running time to activities 	
	<ul style="list-style-type: none"> Lower hot air temperatures 	
	<ul style="list-style-type: none"> Raise cold air temperatures 	
	<ul style="list-style-type: none"> Lower fan pressure in ducts 	
	<ul style="list-style-type: none"> Adjust static pressure set-points <ul style="list-style-type: none"> Manual reset 	
	<ul style="list-style-type: none"> <ul style="list-style-type: none"> Dynamic reset using damper positions 	
	<ul style="list-style-type: none"> Minimize outside air quantities 	
	<ul style="list-style-type: none"> Minimize exhaust quantities 	
	<ul style="list-style-type: none"> Match ventilation to number of occupants 	
	<ul style="list-style-type: none"> De-energize exhaust fans and close dampers when unoccupied 	
	<ul style="list-style-type: none"> Make best use of economizer operation 	
	<ul style="list-style-type: none"> Eliminate simultaneous heating and cooling 	
	<ul style="list-style-type: none"> Reduce airflow in constant volume 	

	(CV) systems	
	<ul style="list-style-type: none"> • De-energize nonessential loads 	
	Pumps	
	<ul style="list-style-type: none"> • Match running time to activities 	
	<ul style="list-style-type: none"> • Verify proper flow <ul style="list-style-type: none"> ○ Throttle balance valves ○ Trim pump impellers 	
	<ul style="list-style-type: none"> • Lower pressure set-point to optimize variable flow <ul style="list-style-type: none"> ○ Manual reset ○ Dynamic reset 	
	<ul style="list-style-type: none"> • De-energize nonessential loads 	
	Boilers	
	<ul style="list-style-type: none"> • Lower hot water temperatures 	
	<ul style="list-style-type: none"> • If steam, lower steam pressure 	
	<ul style="list-style-type: none"> • Optimize boiler sequencing 	
	<ul style="list-style-type: none"> • Minimize losses in de-energized boilers 	
	<ul style="list-style-type: none"> • Test Combustion Efficiency & re-adjust burners annually 	
	<ul style="list-style-type: none"> • Install Linkageless burner controls 	
	Chillers	
	<ul style="list-style-type: none"> • Optimize use of economizer cycle; Provide separate cooling for small, continuous loads 	
	<ul style="list-style-type: none"> • Match running time to activities 	
	<ul style="list-style-type: none"> • Raise chilled water set-points 	
	<ul style="list-style-type: none"> • Reduce condenser water temperature 	
	<ul style="list-style-type: none"> • Optimize cooling tower fan speed 	
	<ul style="list-style-type: none"> • Optimize chiller staging 	

	<ul style="list-style-type: none">• Minimize chiller cycling	
	<ul style="list-style-type: none">• Reduce chilled water pump speed	
	Other Systems	