

MARK THE CALENDAR FOR SEASONAL SAVINGS

Check off these maintenance tips to keep your property in tip-top shape year-round.

Winter season

- ☐ Set back heating temperatures during unoccupied times.*
- ☐ Add or optimize supply air temperature controls on constant volume systems.*
- ☐ Reset space thermostats and check for manually overridden settings.
- ☐ Survey steam traps and repair/replace failed traps.*
- ☐ Develop an Operations & Maintenance Manual.
 - Visit wbdg.org or energystar.gov for resources and examples.

Spring season

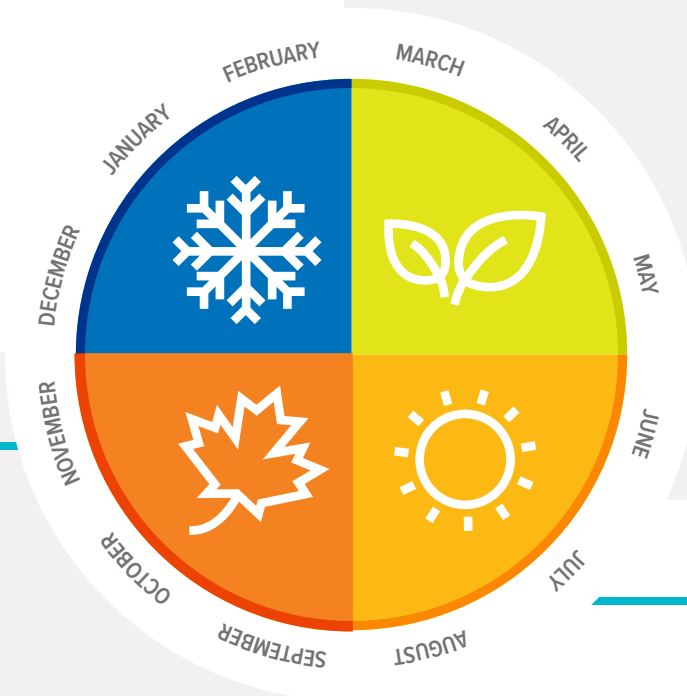
- ☐ Clean around condensing units (units should be kept clean and free of debris which may block vents and reduce airflow).
- ☐ Check sprinkler/fire system along with carbon monoxide and smoke detectors.
- ☐ Verify operating schedules of timers and controls.
- ☐ Get chillers ready:
 - Tune up.
 - Adjust chiller plant set point.*
 - Repair water valve.*
 - Inspect cooling tower valves, pans, fans, and bearings.
- ☐ Maintain your cooling/rooftop units.
 - Clean condenser coils and clear drainage.
 - Inspect dampers and actuators; adjust linkages.
 - Calibrate temperature and pressure sensors.
 - Enable operational economizer and check temperature range.*
- ☐ Change air filters.

Fall season

- ☐ Inspect and repair HVAC equipment:
 - Gaskets.
 - Missing screws.
- ☐ Maintain your boilers:
 - Tune up.
 - Reset hot water supply temperature*
 - Repair hot water valve.*
 - Check flue gas venting and ensure gases are properly vented.
- ☐ Get furnaces ready:
 - Inspect, calibrate, and repair burners.
 - Inspect dampers and actuators; adjust linkages.
 - Replace air filters before heating equipment is needed.
- ☐ Verify the operating schedules of timers and controls.
- ☐ Inspect and replace pipe insulation or add insulation to uninsulated pipes.*
- ☐ Inspect your building envelope and check for infiltration (windows, unsealed doors, etc.).

Summer season

- ☐ Check air intake and clear debris from air handlers and cooling towers.
- ☐ Maintain proper building pressurization:
 - Balance system.
 - Optimize outside air intake.*
- ☐ Ensure proper operation of fan and pump motors.
 - Restore operation of existing VFDs.*
 - OR
 - Add VFDs to uncontrolled fan and pump motors.*
- ☐ Set back cooling temperatures during unoccupied times.*
- ☐ Add or optimize supply air temperature controls on constant volume systems.*
- ☐ Lubricate chiller pump bearings.



*Incentives are available from Focus on Energy® to help decrease the cost of this project. See Incentive Catalogs for details.



REPLACE OR REPAIR?

MAKE THE CALL—AND MAKE LIFE EASIER.

When your equipment fails, it can create unexpected costs for you and your tenants. Taking the time to plan ahead can prepare you for reduced downtime, better equipment selection, and reduced maintenance costs.

Plan ahead

- 1. **Make a list** of major equipment systems, including the equipment name and condition.
- 2. **Work with a contractor** to obtain quotes for high efficiency equipment replacement options. Your Energy Advisor from FOCUS ON ENERGY® can identify incentives and calculate payback.
- 3. **Compare the cost** of replacing existing equipment proactively. Unplanned replacements can result in added costs for shipping, labor, and seasonal pricing.
- 4. **Repair or prioritize** upgrade projects based on your business needs.
- 5. **Schedule** regular maintenance of equipment to maximize longevity, efficiency, and performance.

See the difference

Check out the chart below to see the impacts of choosing a high-efficiency option for common building equipment. Maintenance and operating costs savings can reduce your payback even further.

Equipment	Standard Efficiency	Premium Efficiency	Est. Cost Difference	Est. Annual Energy Cost Savings	Premium Payback
400-MBh Boiler	80%	93%	\$15/MBh	\$720	6.6 years*
100-ton Chiller	0.49 kW/ton IPLV	0.46 kW/ton IPLV	\$21/ton	\$585	2.2 years*
2x4 Troffer Lighting	Fluorescent	LED	\$50/fixture	\$20	2.5 years*

*Incentives are available to help decrease the cost of this project.

Get started:

- 1. Reach out to the team at 800.762.7077.
- 2. Find a registered Trade Ally at focusonenergy.com/findatradeally.
- 3. Get started on your own! Work directly with your contractor or visit focusonenergy.com/business.

REDUCING ENERGY WASTE ACROSS WISCONSIN

FOCUS ON ENERGY®, Wisconsin utilities’ statewide program for energy efficiency and renewable energy, helps eligible residents and businesses save energy and money while protecting the environment. Focus on Energy information, resources, and financial incentives help to implement energy efficiency and renewable energy projects that otherwise would not be completed.

