



Building Walkthrough: Quick Wins vs. Future Upgrades

Purpose: Turn a site walk into an action list with priorities.

Quick wins (do now)

Tick what applies:

- ☐ Replace bulbs with LEDs
- ☐ Install motion sensors (low-use areas)
- ☐ Weather stripping (windows/doors)
- ☐ Turn off lights/equipment when not in use
- ☐ End-of-day shutdown checklist

Site observations (capture on the walk)

Areas often lit unnecessarily: _____

Drafts / heat loss locations: _____

Rarely used rooms still climate-controlled: _____

Future improvements (plan ahead)

- ☐ Insulation upgrades
- ☐ Renewable options (solar / heat pumps)
- ☐ HVAC efficiency review / replacement plan
- ☐ Explore energy audit / funding support

Top 3 priorities (circle above)

Owner: _____ **Target date:** _____