

e) Controls, Timers and Switches Record Sheet

The following sheets are for you to use to record the details of timers and switches and operations that will help achieve the energy savings measures outlined in the “Simple Ways to Save” section – these may change over time.

Action	Detail
Location of thermostats/time clocks and Church building heating controls	
<i>Describe how to operate control – include switching off/on, and any temperature set points</i>	
Location of light switches	
<i>Describe how and when to switch off if sufficient daylight</i>	
<i>Describe how to switch off at the end of shifts</i>	
Location of automatic lighting controls (if any)	
<i>Describe how to adjust these controls and suggested set points</i>	

Location of external automatic lighting controls	
<i>Describe how to adjust these controls and suggested set points</i>	
Location of air conditioning and air handling unit controls	
<i>Describe which set points, a/c times, AHU times</i>	
Location of hot water controls	
<i>Describe how to check hot water temperature and control the time of operation</i>	