



Building Manager Sustainability Guide Checklist

HVAC Equipment

- Thermostat default settings and temperature range
- Thermostat schedules
- How to override

Lighting Equipment

- General lighting schedule for offices and common areas
- Occupancy sensor settings
- Daylighting settings

Waste

- Bin types and locations
- Central nitrile recycling bin location

Water

- Water re-fill station locations

Plug Load Equipment

- Controlled outlet settings and schedule

Other Sustainability Considerations

- How to submit a work order
- Central print locations

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