

MOTIVATION CHECK LIST

- ① How ARE PEOPLE WASTING ENERGY IN MY ORGANIZATION?
- ② WHICH GROUPS OF PEOPLE ARE THE WORST WASTERS?
- ③ HAS ANY BODY EVER ASKED THEM WHAT THEIR ATTITUDES TO CONSERVATION ARE?
- ④ DO I BELIEVE I COULD ACHIEVE AN EXTRA 10% SAVING IF I COULD MOTIVATING MY STAFF TO CO-OPERATE?
- ⑤ DO I HAVE ENOUGH SKILL AND KNOWLEDGE TO DEVELOP A FULL MOTIVATIONAL PLAN AIMED AT SAVING 10% OF OUR ENERGY BILL?
- ⑥ IF NOT, DO I KNOW WHERE INSIDE AND OUTSIDE HELP IS AVAILABLE?

- ⑦ IS TOP MANAGEMENT SUFFICIENTLY MOTIVATED TO ACCEPT SUCH A PLAN?
- ⑧ IF NOT HOW CAN THEY BE MOTIVATED?
- ⑨ DO I HAVE ADEQUATE MEANS OF MONITORING RESULTS?
- ⑩ AM I SUFFICIENTLY MOTIVATED TO BOTHER WITH ALL THIS?

ACTIVITY CHECK LIST

- ① TURNING LIGHT OUT
- ② USING STAIRS INSTEAD OF LIFT
- ③ REPLACING BROKEN WINDOWS
- ④ CAREFUL USE OF HOT WATER
- ⑤ SWITCHING OFF ELECTRIC TYPE WRITERS OR OTHER ELECTRIC EQUIPMENTS
- ⑥ REPORTING (OR) FIXING DRIPPING TAPS
- ⑦ REPORTING OR FIXING LEAKING STEAM PIPES
- ⑧ REPORTING OR FIXING DOORS
- ⑨ CAREFUL USE OF COMPRESSED AIR
- ⑩ TURNING HEATER DOWN (OR) OFF
- ⑪ CLOSING EXTERNAL DOORS.

APPLICABILITY TO
YOUR WORKPLACE ?

YES	NO
1	2

IF APPLICABLE,
DID YOU FOLLOW THIS RECOMMENDATION?

YES	NO
1	2

IF YOU DID, WAS THE
CAMPAIGN RESPONSIBLE FOR THIS?

YES	NO
1	2

APPLICABLE TO YOUR WORK PLACE

Q IF THESE RECOMMENDATIONS WERE APPLIED AT YOUR WORK PLACE, WOULD YOUR GENERAL WORK ENVIRONMENT BE IMPROVED, REMAIN ABOUT THE SAME (OR) BECOME MORE UNPLEASANT?

Q TO WHAT EXTENT DO YOU PERSONALLY FEEL A REAL RESPONSIBILITY FOR REDUCING THE AMOUNT OF ENERGY USED AT YOUR WORK PLACE?

VERY RESPONSIBLE

QUITE RESPONSIBLE

NOT VERY RESPONSIBLE

NOT AT ALL RESPONSIBLE

② AND LOOKING AT OTHER PEOPLE AT YOUR WORK PLACE
 How many of your work mates make a real attempt to
 reduce the energy use in the work place?
 ALL, MOST, SOME, FEW, NONE, CAN'T SAY

NOT APPLICABLE

ENERGY MANAGEMENT PROGRAM

	PREVIOUS YEAR \$	CUMULATIVE CURRENT YEAR \$	MONTHLY COMPARISON		REMARKS		
			LAST YEAR MONTH	CURRENT YEAR MONTH			
NATURAL GAS	DOLLAR	\$ ENERGY	ENERGY TERM	ENERGY TERM			
ELECTRICITY							
ENERGY COST PREVIOUS YEAR	\$	YEAR (OR) \$	/ m ² OF BUILDING AREA				
TARGET FOR BUILDING	IN ENERGY TERMS						
LARGEST ENERGY USER OF THIS PROPERTY	LIGHTING? AIR CONDITIONING? COMPRESSED AIR?						