

10 TIPS FOR FALL AND WINTER FACILITY MAINTENANCE

With the fall season upon us, we would like to share some tips for year-end facilities maintenance.

1. REDUCE YOUR TEMPERATURE SET POINTS

You can reduce your energy costs and save money by reducing the temperature set point. For every degree you lower your thermostat, you reduce your utility bill by approximately 1%. This is the easiest way to reduce energy use and energy costs. Make sure you use night setback to reduce the set point during unoccupied periods.



2. CHANGE FILTERS IN HVAC SYSTEMS

Changing the air filters in HVAC systems is important in preventive-maintenance programs. Regular filter changes can extend equipment life, reduce energy use, and save money. The change in seasons is a great time to change filters and verify all systems are in good working order.



3. CLEAN THE COILS IN HVAC SYSTEMS

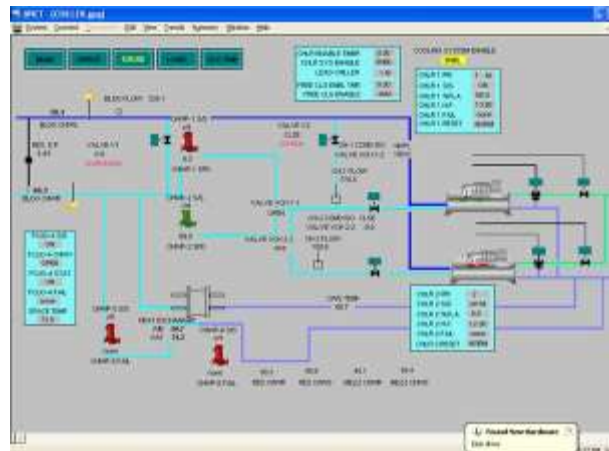
Cleaning the coils in HVAC systems is important in preventive-maintenance programs. Regular cleaning of the heating and cooling coils improves the performance of the system. A dirty coil reduces air flow through the coil, which can reduce the heating and cooling that is can provide and can also impact indoor air quality. This is also an ideal time to straighten any bent fins on the coils.



4. CHECK THE BUILDING AUTOMATION SYSTEM

Check the building automation system to ensure that the operating schedule of the equipment is correct. Make sure that the system turns off the equipment that is not needed during un-occupied hours.

You also want to check to make sure that energy saving strategies such as optimum start/stop, setbacks, and resets are all working as intended and have not been overridden. These strategies can reduce your energy use and save you money.



5. GET THE RIGHT ENTRANCE MATS

An entrance mat is the first line of defense in keeping dirt out of a building. It also helps reduce potential slippery surfaces in wet winter and fall conditions. Ideally, the mat should start outside of entrance doors and continue inside, allowing visitors to step three times with each foot on the mat.

80% of all dirt comes into a building from people's feet. The best way to reduce cleaning costs is to prevent dirt from entering the building.



6. INSPECT AND SEAL ALL EXTERIOR DOORS AND WINDOWS

Inspect all exterior doors and windows to ensure the caulking is flexible, the weather stripping is secure and seal any gaps between window/door frames and exterior walls. This keeps warm air inside and cold air out. It helps reduce energy use and saves you money. It also prevents water from seeping into the building, which reduces water damage.



7. CHECK EXTERIOR FAUCETS AND WATER PIPES

Install frost-proof exterior hose-bib faucets or drain older non-frost-proof faucets to keep them from freezing and breaking during winter. This is a good time to check the exterior water pipes to ensure they are properly insulated so they do not freeze.



8. SEAL CRACKS IN SIDEWALKS AND PAVED AREAS

Perform regular sealing of cracks in sidewalks and paved areas during fall. Water that freezes inside of these cracks can cause the concrete to spall and deteriorate, leading to more costly repairs later. Water penetration also can cause the sub-grade to soften, leading to settlement and potholes.



9. INSPECT THE ROOF

Check the roof of the building, especially around eaves, vents, or any protrusions through the roof to ensure there are no holes, cracks, or other damage that can let water seep into the building during heavy rain or snow. Check the roof during fall to ensure drains are not clogged with leaves and debris.



10. CHECK THE ATTIC

Check the insulation in the attic to ensure it is the proper thickness and is distributed evenly. Poor insulation increases heat loss from the building, which increases heating costs. Check all the protrusions through the roof and ceiling to ensure there are no holes and damage. Check for signs of water penetration and damage to insulation. Replace any insulation that has been damaged by water or is wet. Insulation that has been damaged by water, loses its insulating properties.





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Contact us for a free no obligation assessment of how we can help you save money and improve your bottom line by effectively managing your energy costs.

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