



CECO SELF-AUDIT Checklist & Inspection

For a self-audit only* in conjunction with the "CECO: Steps to Compliance" guide

Ordinance # 6175-NS

PART A Complete for ALL properties subject to CECO

Assessor Parcel #: _____ Date _____ / _____ / _____

Property Street: _____ Street Number(s) _____

Owner _____ Phone: _____

Mailing Address: _____ City: _____ State _____ Zip: _____

Contact: _____ Address _____ Phone: _____

Auditor Name: _____ Phone: _____ Audit Type: Title Transfer Renovation Other

Hours of Operation: _____ 24 hrs _____ Days _____ Swing _____ Night Square Footage of Conditioned Space: _____

PART B Required Measures for CECO; see brochure for details on bringing equipment into compliance.

Status Legend NA: Not Applicable COM: In Compliance NCE: Not Cost Effective T24: Title 24 Compliance

HVAC Measures	Status		Energy Measures Needed for Compliance	Final Inspection	
	Req.	Not Req.		Date	Initials
1. Repair/Replace Thermostats					
2. Timeclock Controls					
3. Outside Air Economizer Cycle					
4. Repair of Air Ducts					
5. Repair and Adjustment of Dampers					
6. Insulate Supply Air Ducts and Plenums					
7. Insulate Pipes					
8. Clean and Tune Furnaces					
9. Clean and Tune Boilers					
10. Reset Boiler Controls					
11. Repair Hot Water and Steam Leaks					
12. Clean and Tune Chiller Systems					
13. Repair Chilled Water Leaks					
14. Reset Controls for Chillers					
Hot Water Measures					
15. Reduce Hot Water to 110F.					
16. Insulate Water Heater Tank and Pipes					
17. Water Heater PTR Valve					
18. Water Heater Earthquake Secured					
19. Timeclock for Recirculating Pump					
20. Low Volume Shower Heads					
21. Repair Leaks in Water Pipes					
22. Install low-Flow Toilets					
Lighting Measures					
23. Reduce Interior Lighting Load					
24. Reduce Exterior Lighting Load					
25. Exterior Lighting Controls					
Refrigeration Equipment Measures					
26. Clean and Tune Refrigeration Equipment					
27. Thermal Doors and Curtains					
Motor-Driven Equipment Measures					
28. Repair Air/Water line leaks					
Swimming Pool/Spa Measures					
29. Swimming Pool/Spa Covers					
30. Timeclock Controls for Recirculating Pump					
31. Clean and Tune Heaters					
Building Envelope Measures					
32. Ceiling Insulation					
Total number of checked measures					

PART C INSPECTOR CERTIFICATION

I hereby certify that all energy conservation measures initiated by me have been complied with fully. I hereby certify that:

____ ALL required measures have been complied with fully, or
 ____ the Minimum Expenditure Limit has been met

Signature: _____

Remodeling Projects: CECO Inspection should occur as regular inspections take place

Title Transfers: Once measures are complete, call for a CECO Inspection at 510-981-7440

*This form is for self-audit only. If using CESC (authorized CECO auditor) then CESC will supply Form 2 for audit. **Note:** Self-audits will trigger a full audit review by a City building inspector which may identify additional measures.