**Attic**

⬜ Insulation - Is there enough insulation between ceiling joists?

⬜ Vents - Sufficient and unobstructed?

**Living Areas**

⬜ Air Leakage - Tape a foot of toilet paper to a pencil with paper hanging free. Hold near windows and doorframes, window air-conditioning units, and electrical covers. If paper moves, you may need weather-stripping, caulking, or storm windows.

⬜ Wall Insulation - Are the wall too cool to the touch on a cold day or too warm on a hot day?

⬜ Thermostat - Set at 68 degrees in winter (turn down 5 degrees more when sleeping), 78 in summer.

⬜ Drapes - During winter, open drapes and shades to let sunlight in. Close at night. During the summer, close drapes.

⬜ Unused Rooms - Close heating and cooling vents, doors in areas seldom used.

⬜ Use fans instead of air conditioning when possible. Fans can also help circulate air when the air conditioning is on.

**Fireplace**

⬜ Close the damper when fireplace is not in use.

⬜ Glass doors keep heat from escaping up the chimney.

**Kitchen**

⬜ Refrigerator/Oven Seal - To test, close a dollar bill in the door. If the bill moves with little resistance, the seal is bad.

⬜ Appliances - Use washers and dryers in the morning and late evening hours when energy requirements are lower.

⬜ Lights - Turn off lights when not used. Install lower wattage and fluorescent light bulbs whenever possible.

⬜ Faucets do not drip.

**Basement/Crawl Space**

⬜ Heating/Cooling System - Clean or replace filters monthly. Have unit serviced once a year.

⬜ Water Heater - Set temperatures no higher than 120 degrees. Drain sediments 3-4 times a year.

⬜ Ducts/Pipes - Insulate hot water pipes as well as heating and cooling ducts.

⬜ Floors - If you have a crawl space under your house, install batt-type fiberglass insulation under floors.

⬜ Venting - Washer & dryer units should be vented directly to the outside.

**Outside**

⬜ Weather Stripping & Caulking - Caulk the cracks around windows, weather-strip around doors.

⬜ Windows - Storm windows and double-paned glass can reduce energy usage up to 15%.

⬜ Doors - Keep doors tightly closed on hot or cold days.

⬜ Storm Doors - Help insulate doors