Procurement Checklist

Use this checklist to review your organization’s current purchasing process for products, equipment and energy services that can significantly impact energy performance. Note any needed modifications to the existing system under Actions Needed.

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|  | **Yes** | **No** | **Actions Needed** |
| 1. Do personnel who affect purchasing consider the following? |  |  |  |
| * 1. Significant energy uses and their related controls? |  |  |  |
| * 1. Energy objectives, targets, and related action plans? |  |  |  |
| * 1. Energy performance as indicated by your EnPIs? |  |  |  |
| * 1. Sustaining the improvements of past energy projects? |  |  |  |
| * 1. Maintenance of energy systems (e.g., lighting, compressed air, steam, etc.)? |  |  |  |
| * 1. Life cycle costs? |  |  |  |
| 1. Have criteria for assessing energy use, consumption and efficiency over the lifetime of the product, equipment or service been established and implemented? |  |  |  |
| 1. Have the following been communicated to personnel who affect procurement? |  |  |  |
| * 1. The outputs of energy planning such as the significant energy uses and related controls; energy objectives, targets, and related action plans; EnPIs |  |  |  |
| * 1. Operational controls to sustain the improvement results of past energy projects? |  |  |  |
| * 1. Key maintenance items related to the organization’s energy systems (e.g., lighting, compressed air, steam, etc.)? |  |  |  |
| 1. Do specifications for items being purchased clearly identify any energy performance related requirements? |  |  |  |
| 1. Have energy performance related requirements been communicated to suppliers? |  |  |  |
| 1. Have suppliers been made aware that energy performance is part of the evaluation criteria? |  |  |  |