

STEPS TO A GREENER MORE ENERGY-EFFICIENT HILLSBOROUGH

The below recommendations are per the Town of Hillsborough's Energy and Greening Audit and strive to make the Town more responsive to energy efficiency, building health and greenhouse gas contributions. For more detail about each of the below recommendations, please see the Audit.

Recommendation	Implementation Date*	Status
Town Hall		
Clean refrigerator coils annually	Annually	Completed.
Insulate electric hot water tank and pipes in basement	July-Sept. 2008	Completed.
Complete compact fluorescent light bulb conversion	September 2008	Completed.
Implement thermostat setback strategy	February 2009	Installed and set programmable thermostats.
Improve air balancing to reduce air leakage	September 2008	Completed.
Use of blower door to find envelope leaks and seal	September 2008	Test was not done, but work was.
Seals ducts in the attics and basement/crawl space – seal duct connections and cabinet panels	September 2008	Completed.
Seal HVAC return located under the main stairwell	September 2008	Completed.
Replace electric water heater with small tank unit located at the bathrooms	2012	Pursue when current water heater requires replacement.
Replace 2-ton heat pump in Planning building with a ductless unit with a maximum 1-ton capacity	2014	Pursue when current unit requires replacement.
Replace the 2, 1 st floor systems with 14+ SEER A/C and sealed combustion gas furnaces	2015	Pursue when current unit requires replacement.
Replace 2 nd floor system with a 14+ SEER variable speed heat pump	2017	Pursue when current unit requires replacement.
Re-attach both downspouts on the south side porch	2008	Completed with other downspout work.
Repair and tuck point brick chimneys and inspect and repair any damage to roof shingles over the garden room	2012	
Extend the outdoor A/C condensation drains away from the building, they currently discharge at the edge of the crawl space wall	2012	
Consider small demonstration PV installation for exterior lighting.	N/A	Do not plan to implement at this time.
Town Barn		
Clean refrigerator coils annually	Annually	Completed.
Implement thermostat setback strategy for 2 nd floor	September 2008	Install programmable thermostat.
Install a timer switch on 1 st floor thermostat to insure that occupied heating does not get left on inadvertently.	September 2008	Elaborate programmable thermostat installed. Employee training on need to maintain settings rather than adjusting them.
Install a locking cover with a drilled access hole on 1 st floor thermostat to reduce public tampering.	N/A	Not planned at this time.
Provide a ducted return or transfer grill and add a return to the conference to the 3 rd floor since the office door is regularly closed.	2012	Will evaluate when minor building renovation planned.
Caulk the bottom wall plates to the floor and the bottom GWB edge to the bottom wall plates. Also caulk the duct registers to the cut GWB edge on the 3 rd floor.	September 2008	Completed.
Leave the rear door from the 1 st floor meeting room to the back hallway and restrooms open at all times.	June 2008	Posted signs on both sides of the door instructing co-workers to leave door open when meetings are not in

		session.
Add a direct return to the 1 st floor meeting room	September 2008	Completed. Vents added to door.
Reduce supply air flows to storage and bathrooms that do not have returns	2012	Will evaluate when minor building renovation planned.
Seal ducts in attic and mechanical rooms. Seal duct connections and cabinet panels.	September 2008	Completed.
Use blower door to find envelope leaks and seal.	September 2008	Test was not done, but work was.
Upgrade Goodman HVAC unit to a high efficiency 14+ SEER and variable speed unit.	2016	Downstairs unit replacement expected 2016.
Upgrade Heil HVAC unit to a high efficiency 14+ SEER and variable speed unit.	2011	Upstairs unit replacement expected 2010-2011.
Replace electric water heater.	2013	
Replace existing single pane windows, particularly on the 2 nd and 3 rd floors with double pane low-e replacements.	September 2008	Completed with fixed pane “storm window” solution.
Service 2 nd floor heap pump and clear the condensation lines.	2008	Monitored routinely.
Remediate past water damage by removing GWB sections and rot and clean remaining wood fungal stains (meeting room closets, ceiling and around heat pump closet).	2012	Will evaluate when minor building renovation planned.
Clerk’s Office		
Provide direct duct return from clerk’s office. Currently the only return is located in the nurse’s office.	2012	Will evaluate when campus work planned.
Inspect attic to identify and seal duct leakage.	September 2008	Completed.
Convert to a closed crawl space.	2012	Will evaluate when campus work planned.
Run HVAC only with fan set to “Auto”.	2008	Staff advised of importance, planned air duct work and second sensor have improved comfort.
Raise cooling temperature up from 70 degrees to at least 72 degrees to minimize condensation stains on supply registers.	2008	Staff advised of importance, planned air duct work and second sensor have improved comfort.
Implement thermostat setback strategy.	September 2008	Completed. Install programmable thermostat.
Town Hall Annex		
Clean refrigerator coils at least once per year	August 2008	Completed.
Convert porch lights to compact fluorescents	September 2008	Completed.
Implement thermostat setback strategy	January 2008	Manually set thermostat back in the evenings.
Install a return in the lobby and reduce supply air to this low occupancy space.	FY11	
Reduce supply air flow to storage and bathrooms that do not have returns.	FY11	
Where possible, add returns to rooms with only supply registers. However, do not add returns to bathrooms.	FY11	
To reduce significant diffuser noise in Finance Director’s office, reduce supply airflow and/or consider changing registers to a less restrictive design.	September 2008	Completed.
Evaluate building pressure measurements to verify that overall air leakage rates have been reduced.	FY11	
Convert vented attic to unvented attic.	FY11	
Replace damaged ceiling tiles.	October 2008	Completed.
Replace missing stud wall batt plugs.	FY11	
Replace dislodged batts.	FY11	
Identify and mark specific ceiling panels to be used to access the attic space. Insulate above these panels with rigid foam and not free batts.	N/A	Do not plan to implement this recommendation at this time.
Seal ducts in attic and mechanical rooms. Seal duct connections	FY11	

and cabinet panels.		
Convert to T-8 lighting.	FY10	Half of the building has been converted as of 7/09.
Replace 2 old and oversized HVAC systems with units that have a cooling capacity closer to 400-500 square feet per ton.	2012	
Replace existing single pane windows with double-pane, low-e replacements or add exterior or interior storm windows.	N/A	Do not plan to implement this recommendation at this time.
Do not store combustible materials next to the gas water heater. Enforce this safety measure issue by using signage warning of the fire hazard.	August 2008	Complete.
Consider small demonstration installation of PV for exterior lighting in front of building.	FY11	
Police Station		
Replace air filter access door on HP-1	June 2007	Completed during Energy Audit inspection.
Keep stairwell door closed. Stairwell isn't designed to be cooled.	2007	Completed.
Clean refrigerator and vending machine coils at least once per year.	Annually	Completed in 2007 - done periodically by cleaning crew and vendors.
Measure ventilation overflow on heat pumps to verify that excess air is not being introduced into the building.	TBD	See HVAC notes below.
Turn off 3 cupola decorative lights. Provide automatic control for these lights and repair/reset existing time clock or photocell.	Fall 2007	Bulbs replaced by high efficiency bulbs and photocell installed.
Implement thermostat setback strategy.	TBD	The HVAC system in the building has been worked on several times in the past year in order to make the system work as designed. Once the system works as designed, these upgrades will be considered and scheduled as budget permits in FY09 and FY10.
Balance room supply and return air slows as much as possible using existing or field added dampers. Highest priorities are storage and evidence rooms.	TBD	
Reduce supply air flow to storage and bathrooms that do not have returns.	TBD	
Where possible, add returns to rooms that currently do not have supply registers. However, do not add returns to bathrooms.	TBD	
Add a small supply air register to the small 2 nd floor, computer closet.	TBD	
Evaluate building pressure measurements to verify that overall air leakage rates have been reduced.	TBD	
Replace damaged ceiling tiles on 2 nd floor.	January 2008	Completed.
Replace missing stud-wall "air sealing" plugs made from batt insulation.	TBD	
Replace dislodged batts.	FY09	Completed.
Identify and mark ceiling panels to be used to access the attic space. Insulate above these panels with rigid foam and not free batts.	2011	
Convert vented attic to an unvented attic if the Town Hall Annex attic is converted and performs well.	TBD	Waiting on results of Town Hall Annex conversion.
Seal ducts in attic and mechanical rooms. Seal duct connections and cabinet panels.	2007	Completed.
Reduce daytime lighting in the 2 stairwells by adding photocells to switch lights off during daylight hours.	TBD	
Add occupancy sensing light switches in 2 nd floor men's bathroom. Switch to control light and fan.	TBD	
Convert 11 compact fluorescent exist signs to LEDs.	FY09	Completed.
Convert T-12 lamp 3-bulb light fixtures with double switching to electronic ballasts, T-8 lamps and pins.	January 2008	Completed.
In corridors and low-use spaces, delamp 3-lamps to 2 lamps per fixture.	January 2008	Completed.
Upgrade 6 heat pumps to 14+ SEER variable speed units.	2011	

Replace ductless heat and A/C unit in elevator equipment room	2011	
Replace electric water heaters	TBD	Units are past expected service life.
Repair condensation leak in 2 nd floor mechanical room.	2007	Completed.
Dry out and remediate water-damaged ceiling in 2 nd floor mechanical room. Remove GWB sections to remove all water damaged materials.	2007	Completed – ceiling tiles only. GWB sections not yet repaired.
Inspect each of the 3 copulas. Moisture stains are visible on the ceiling tiles below each of the copulas.	TBD	
South facing hip roofs offer high-visibility location for solar water heater or photovoltaic panel installation.	TBD	Under consideration.
Location is ideal to demonstrate roof water cistern collection and low water use landscaping.	TBD	Under consideration.
Consider small demonstration PV installation for exterior lighting.	TBD	Under consideration.
Community Policing Station		
Clean refrigerator coils at least once per year	Annually	Completed in 2007.
Measure the ventilation airflow on the 2 gas furnaces with A/C to verify that excess fresh air is not being introduced into the building. Verify that actual levels do not exceed amounts called for in mechanical plans. If fresh air intake levels are high, reduce levels.	TBD	Under consideration.
Implement thermostat setback. Both HVAC systems have programmable time clocks that were not set for performing setback. Program these thermostats to perform minimum to moderate setback beginning after the time evening use has concluded.	TBD	Under consideration.
Balance room supply and return air flows as much as possible using existing or field added dampers. Reduce supply air flow to storage and bathrooms that do not have returns.	2011	
Where possible, add returns to rooms that currently have only supply registers. Do not add returns to bathrooms.	2011	
Consider adding additional supply registers to the back side of the classroom if users report comfort issues in this area.	2011	
Evaluate building to outside measurements to verify that overall air leakage rates have been reduced.	TBD	Under consideration.
Minor duct sealing is needed in the conditioned attic. Seal duct connections and cabinet panels. Due to storage blocking access panels, the vented attics could not be inspected. Inspect these attics to identify duct sealing needs. See general duct sealing material.	TBD	Under consideration.
Reduce daytime lighting in the lobby. There are four 2-lamp fluorescent fixtures and there is abundant daylight available through adjacent gable end window. Only 3 of the high mounted 8 lamps are still burning indicating that these lights are left on continuously. Replace all 8 lamps and clean lens. Also consider delamping these figures to single lamps since the current burnout level of room lighting is acceptable.	January 2008	Completed.
Use photo cell to turn off 3 front porch lights.	TBD	Side doors done.
Use occupancy sensing light switches in the men's bathroom to control light and fan.	FY10	Scheduled.
Use occupancy sensing light switches in the bike storage office if lights are regularly left on.	N/A	Bikes no longer stored in that office – lights are not left on.
Upgrade to sealed combustion gas furnaces. The 2 gas furnaces with A/C units are located in the finished portion of the attic. After sealed combustion is installed the envelop air leakage can be minimized by blocking off the combustion vents and sealing duct penetrations to the adjoining vented attics.	2011	
Upgrade to sealed combustion water heater. This equipment is	2011	

located in the finished portion of the attic. After sealed combustion is installed the envelop air leakage can be minimized by blocking off the combustion vents and sealing duct penetrations to the adjoining vented attics.		
Move storage away from ducts and equipment in the attic and provide access pathways to service equipment and to access the vented attic areas.	2007	Completed.
Consider rainwater cistern collection demonstration given that site is adjacent to a park.	TBD	Under consideration.
Old Water Plant		
Clean refrigerator coils at least once per year.	Annually	Cleaned coils 5/2/08.
Install programmable thermostat and implement setback on the break room / office gas pack. Setback goals: Heat 60-62 degrees; Cool 81-82 degrees.	July 2009	
Install a programmable thermostat for the shop ceiling-mounted unit heater. Setback goals: Heat 55-60 degrees.	July 2009	
Extend a supply and return duct to new office space and discontinue use of portable A/C unit and electric space heater.	TBD	
Reduce supply air flow to the 2 officers and the bathroom, particularly the electrician's office.	September 2008	Completed.
Air seal the duct room ceiling with plywood. Currently this room inside the building is significantly open to the attic with the only barrier being strips of batt insulation between the ceiling joists.	February 2009	Completed.
To increase duct pressure and reduce attic losses, reduce the number of ceiling supply registers to the break room (currently there are 10 supplies). Abandon 3 of the 5 registers on the return register side of the room. To abandon, remove the flex duct and seal the trunk duct collar and remaining ceiling registers so they are air tight. Verify that the remaining ducts are not blocked and have strong air flow.	May 2008	Closed off 2 of the registers, will be doing more work in FY11 when we install new system.
Inspect the attic and seal any other duct leaks that are found.	February 2009	Completed.
If it is decided to take supply air from the attic supply trunk to condition Mr. Baker's new office, add the supply line at this time. At the same time provide a direct return from this remote office.	TBD	
After duct and electrical lighting work blow in additional insulation over the R-19 batts to provide at least R-30. As much as possible bury the remaining flex duct run-outs under the blown insulation. Additional batts are not recommended. Note that the existing batts are installed with the paper face vapor retarder facing up instead of down. In this building, the up facing vapor retarder is expected to be acceptable.	FY11	Will contract in FY11 to coincide with installation of new A/C unit.
Replace missing batt insulation in the floor above the open air storage bays. Re-attach any batt that is coming loose.	May 2008	Completed. Have installed batting.
Insulate behind the ¼-inch plywood attic access panel with at least 2-inches of rigid foam board.	September 2008	Completed.
Manually turn off basement shop/office lights at night and on weekends. To do this, re-wire and provide a wall mounted light switch in the shop to control these lights, also re-wire to leave 1 light on as a night light in each space.	April 2008	Had motion sensors installed so lights only on while in area.
Turn off break room lights when room is unoccupied. Re-wire the 6 room lights to leave 1 light on as a night light. Use the existing switch to turn off the other 5 lights. To insure that these lights get turned off, control lights with a ceiling mounted occupancy sensing light switch.	N/A	Crew are turning off all lights when room not in use.
Consider converting existing T-12 bulbs to T-8s.	April 2008	Completed. Have replaced bulbs.
Improve old windows in new office by reducing the window area with a built-in insulating frame, similar to what was done in the	September 2008	Sealed around window.

electrician's office. Also caulk and weather-strip frame and sash gaps to reduce air leakage.		
Upgrade existing gas pack to Energy Star rated or higher efficiency equipment that is a split system sealed combustion furnace with A/C. This system could be located in the duct room.	FY11	Will request in FY11 budget, if money is available.
Replace 1 shop unit heater when it fails. It's past its life expectancy.	TBD	Heater is still running, will replace with fails.
Replace electric water heater	FY11	Replace with point source heater.
Replace unvented propane wall heater used to heat the shop office with a vented unit. If possible, install one with a built in setback thermostat as well.	FY11	Will tie in w/ other system in FY11.
New Water Treatment Plant		
Evaluate costs and potential savings of applicable Duke Energy rate schedules such as their Standby Generator Control Rider for the plant's large standby generator.	2009	Contacting Duke Power for credit of running generator twice monthly.
Clean refrigerator and vending machine coils at least once per year.	Annually	Cleaned 3-12-08.
Train staff in rate schedule and demand management. Make discretionary operational changes on a daily basis to shift loads to off peak periods.	October 2007	Running off peak hours since 10-10-07.
Turn off new pump station building lights. Occupancy sensing control are not recommended for safety reasons.	July 2007	Implemented day of energy audit.
Remove all standing water in the basement from spills and overflows to reduce energy load on the A/C since it is conditioned to control pipe and vessel condensation.	July 2007	Removed standing water from wash down the day of the energy audit.
Consider covering large portions of the pipe gallery floor gutter with clear acrylic strips to reduce evaporation and thus reduce energy load on the A/C.	N/A	Next to impossible. Floor drains are for filter and settled water turbid meters.
Reduce supply air to ammonia room as much as possible. This space has 2 large supplies and no returns due to use of ammonia storage in room. This room is processes vented to outside and is losing significant amounts of supply air.	N/A	The reason vented to outside for safety purpose. The vent works off ammonia PPM reading.
Weatherstrip ammonia room double doors to reduce supply air being returned to old pump room.	2009	Completed.
Provide direct outdoor air to pump room air handling unit to replace remaining room losses.	TBD	Will consult local AC contractor.
Evaluate exhaust changes in chemical room.	2009	Must be vented to remove chemical fumes. Completed.
Minimize supply air and exhaust to fluoride room.	2010	Talk with WTP consultant. Must stay vented. Could relocated air supply.
Evaluate changes and current status to relief air venting, outdoor ventilation and zone damper control of main HVAC system.	2008	
Retrofit the T-12 light fixtures on the top floor with new electronic ballasts, T-8 lamps and pins.	2008	Started 50% completed.
In corridors and low-use spaces, also delamp 4-lamps to 2-lamps per fixture.	2008	Completed.
Convert 25-33% of windows in control room at window bottom into insulated spandrel glass panels. Recommend using ¾ to 1-inch Thermax board rigid insulation as the core material for highest R-value and fire rating.	2011	Will contact glass company. Window tinting delayed.
Convert 50% of stairwell windows into insulated spandrel glass panels. Recommend using ¾ to 1-inch Thermax board rigid insulation as the core material for highest R-value and fire rating.	2011	Will contact glass company. Window tinting delayed.
Insulate control room walls above the suspended ceiling. Insulate as much surface as possible with semi-rigid fiberglass batt plugs. Use wire, mesh or string as needed to hold batts in place.	2011	Will contact insulation contractor.

Replace metal roll-up garage door in chemical feed room with one that is insulated and weather stripped.	2009	Completed.
Replace 5-ton rooftop unit for control room with high efficiency 14+ SEER variable speed heat pumps when replacing existing equipment.	2018	
Replace main 15-ton 2-zone heat pump unit with high efficiency 14+ SEER variable speed heat pumps when replacing existing equipment.	2021	
Replace re-used 5-ton unit for old pump room/pipe gallery with high efficiency 14+ SEER variable speed heat pumps when replacing existing equipment.	TBD	Replace when fail.
Replace various electric unit heaters with high efficiency 14+ SEER variable speed pumps when replacing existing equipment.	TBD	Replace when fail.
Replace electric water heater with a high efficiency unit	2010	
Minimize return airflow leakage back from the ammonia room.	2009	Weather-stripped doors.
Upgrade process to achieve state of the art water processing	TBD	
Continue to modernize and repair the distribution system to minimize water loss.	2008	Will Baker already working on this issue.
For future plant design changes, evaluate upgrades to maximize off peak electricity use, and electric meter consolidation.	2014	Next future plant design change.
Wastewater Treatment Plant		
Evaluate costs and potential savings of combining meter #29882 with main OPT meter	FY08	Completed analysis with Duke Energy and found that it would not reduce costs.
Evaluate costs and potential savings of applicable Duke Energy rate schedules such as their Standby Generator Control Rider.	FY08	Will pursue after standby generator is installed.
Evaluate costs and potential savings of combining process account on the line tank with the main OPT meter.	FY08	Completed analysis with Duke Energy and found that it would not reduce costs.
Clean refrigerator and vending machine coils at least once per year.	Annually	Completed in FY09.
Train staff in rate schedule and demand management. Make discretionary operational changes on a daily basis to shift loads to off peak periods.	FY08	Most plant operations are controlled by influent flow.
Caulk expansion joint gaps and cracks around the slab edges. Working from above the suspended ceiling, air seal the wiring penetration and the edges of the insulating panel boards above the exterior suspended ceiling entry.	TBD	Not yet scheduled.
Optimize off peak demand and kilowatt consumption in new plant design	TBD	Completion of upgrade design expected June 2010.
Rewire 2 electric resistance unit heaters in building shop to control the unit heaters with 1 or 2 programmable thermostats. To maximize savings control heating with timer switch and low-limit thermostat set at 55-60 degrees. Keep big roll-up door closed when heating.	FY09	Completed.
Replace damaged suspended ceiling tiles in shop bathroom so that the room will hold heat better and control heating with a timer switch and a low-limit thermostat.	2008	Completed.
Re-wire bathroom fan to be controlled by the light switches to minimize fan usage.	TBD	Not yet scheduled.
Control men's bathroom with an occupancy sensing light switch.	TBD	Not yet scheduled.
Reduce exhaust airflow in the electric equipment room. This fan has burned out. Consider replacing it with a lower CFM fan.	FY08	Completed.
Retrofit the light fixtures with new electronic ballasts, T-8 lamps and pins.	FY08	Completed.
In corridors and low use spaces delamp 4-lamps to 2-lamps per fixture.	FY08	Completed.

Convert filter building to fluorescent light fixtures such as an 8-ft, 2 lamp, T-12, HO fixture. One fixture can be wired as a night light fixture. After conversion, keep lights turned off.	FY09	Completed.
Convert the lower window panels in the control room to insulated spandrel glass panels. Recommend using ¾ to 1-inch Thermax board rigid insulation as the core material for highest R-value and fire rating.	TBD	Will consider during plant upgrade.
Replace the large top windows in the control room with double-pane low-e glass panels.	TBD	Will consider during plant upgrade.
Replace all other windows with double-pane low-e glass and thermally broken frames.	TBD	Will consider during plant upgrade.
Install a drained exterior insulated Finish System (EIFS) to the exterior walls to provide a continuous layer of 1.5 to 2-inches of rigid insulation.	TBD	Will consider during plant upgrade.
Replace 3 electric resistance furnaces with properly sized, Energy-Star rated or higher efficiency equipment.	TBD	Will consider during plant upgrade.
Design new plant as a state-of-the-art wastewater processing facility to minimize environmental impacts.	TBD	Completion of upgrade design expected June 2010.
Design new plant flow operations to maximize off peak electricity use, and electric meter consolidation.	TBD	Completion of upgrade design expected June 2010.
Historical Museum		
Clean refrigerator coils at least once per year	Annually	
Keep interior door to boiler room closed to reduce basement air leakage and improve RH control. Plane the door as needed to readily close and latch, then weather-strip the door perimeter.	Fall 2009	Completed.
Repair duct leakage on 2 nd floor attic furnace. 1) There is a huge gap at the top return duct connection to the air handler at the left, rear and right sides. 2) Perimeter gap where the return duct connects to the room return register. Note this is the location that does not have any filter installed. 3) Smaller supply leaks at the bottom supply duct connection to the air handler. These leaks can readily be felt with the hand with the air handling unit fan running. 4) Perimeter gaps at every wall supply register. Remove grills and tap gap (or caulk using duct mastic in a tub) between duct and interior wall paneling.	2009	Completed. Used a vent in consultation with the Fire Marshal.
Relocate combustion air vent to attic door to provide a new combustion air vent directly from the attic to outside.	FY09	Completed. Created ventilation near chimney. Deemed not necessary due to "holes."
Replace missing and worn out duct insulation in attic. Also replace fallen and missing attic batts that can be reached.	FY09	Completed.
Insulate and weather-strip small attic access panel doors	FY09	Completed.
Plane the stuck open window in the director's office to readily close, along with any other difficult window.	FY09	Completed.
Caulk window sash to frame gaps from the outside or inside as desired. Include the northern most attic window on the front side of the building.	FY09	Completed.
Seal off the mail slot at the front door. Instruct mail person to leave mail inside the door when building is open.	July 2009	Completed.
Complete compact fluorescent light bulb conversion.	In-Progress	2 nd floor light fixtures have been replaced.
Build a new internal archival storage room.	N/A	Do not plan to implement at this time. Internal archival room is not necessary for the upkeep of the building.

Implement thermostat setback strategy. Set back heating by 5-10 degrees when unoccupied. Do not set back cooling until a conditioned archival storage room is provided. At that time, setback cooling by 5 degrees.	FY09	Completed.
Install programmable thermostats on the heating thermostat and on the 2 nd floor furnace and A/C system.	FY09	Completed.
Upgrade to high efficiency, sealed combustion boiler when the boiler needs to be replaced. Once a sealed combustion boiler is installed, the combustion wall vent can be closed to further improve summer humidity control.	TBD	Will upgrade when existing boiler needs replacing.
Repair roof leak on north chimney and the resulting interior water damage.	July 2009	Completed.
Install filter on the 2 nd floor furnace. There was no filter at time of inspection.	May 2009	Filter is scheduled to be replaced July 1, 2008 and then every 3 months there after.
Provide new electrical receptacle in attic for A/C condensate pump. Currently cord runs through the door jamb and closing door has damaged the cord. This condition is a potential fire hazard.	FY09	Completed.
Redo north side window A/C unit installation to stop condensate water leaking on to the exterior wall and window frame. Dripping water has caused interior wall and exterior window frame damage.	FY10	Warren-Hay says A/C unit is installed correctly, but need to install a condensate diversion tube or other diversion method.
Exterior building and window trim are in need of caulking and painting. There are numerous areas of peeling and blistering paint that allow wetting of wood trim and frames.	FY10	Scheduled for July 2009.
Building location and landscaping are suitable for cistern rainwater collection and drought resistant landscaping demonstration.	TBD	Researching landscape slope plantings.
Historic building is an excellent site to demonstrate blower door air sealing for historic buildings.	N/A	Do not plan to implement at this time.
Consider small demonstration PV installation for exterior lighting.	N/A	Do not plan to implement at this time.

*As of June 30, 2009.