

Energy Saving Items		Choose Yes or NO that applies		Remarks for "NO"	
Air Conditioning (incl. heater)	1	夏季空調溫度設至當地政府規範溫度 Set temperture control for the air conditioning as that the local government requests / suggests in summer.	Yes <input type="checkbox"/>	NO <input type="checkbox"/>	
	2	訂定空調主機開關機時間表 Set the ON / OFF time table for the main air conditioning operation.	Yes <input type="checkbox"/>	NO <input type="checkbox"/>	
	3	假日或晚間少數人加班，只開加班人員區域空調 For evening or holiday overtime-workers, only turn ON air conditioner / conditioning for rooms where workers stay.	Yes <input type="checkbox"/>	NO <input type="checkbox"/>	
	4	辦公室配合電風扇使用，增強冷房效果，避免降低溫度設定而耗能 Use electric fans to enhance air conditioner/conditioning performance, to prevent lowering temp. setting and thus more energy consumption.	Yes <input type="checkbox"/>	NO <input type="checkbox"/>	
	5	會議室使用完，須關閉空調 Turn OFF air conditioning in the meeting room where meeting ends.	Yes <input type="checkbox"/>	NO <input type="checkbox"/>	
	6	下班離開辦公室，須關閉空調 Turn OFF air conditioning when leaving office.	Yes <input type="checkbox"/>	NO <input type="checkbox"/>	
	7	空調設備定期檢查清潔維護 Regularly maintain and clean air conditioner/conditioing equipment.	Yes <input type="checkbox"/>	NO <input type="checkbox"/>	
Light / Electricity	1	中午休息時間關閉辦公室照明 Turn OFF office lighting at lunch-time break.	Yes <input type="checkbox"/>	NO <input type="checkbox"/>	
	2	會議室使用完，須關閉電燈 Turn OFF meeting room lights after meeting ends.	Yes <input type="checkbox"/>	NO <input type="checkbox"/>	
	3	下班離開辦公室，須關閉電燈 Turn OFF office lighting when leaving office.	Yes <input type="checkbox"/>	NO <input type="checkbox"/>	
	4	辦公室走道照明減少燈管數量 Optmizing light amounts in office & corrodors for balancing bright & energy consumption.	Yes <input type="checkbox"/>	NO <input type="checkbox"/>	
	5	下班後關閉電腦螢幕及主機電源及其它無必要設備 Turn OFF all monitors, desk-tops and equipments that can be powered-off when leaving office.	Yes <input type="checkbox"/>	NO <input type="checkbox"/>	
	6	無人辦公區關閉照明燈具 Always turn OFF lighting in vacant areas/rooms.	Yes <input type="checkbox"/>	NO <input type="checkbox"/>	
Water	1	水龍頭水量調整適當.勿過大(針對自有使用區域) Appropriately adjusting water volume of faucets for water saving (in under-control areas).	Yes <input type="checkbox"/>	NO <input type="checkbox"/>	
	2	水龍頭加裝省水頭(針對自有使用區域) Adopting water limiter on faucet for water saving (in under-control areas).	Yes <input type="checkbox"/>	NO <input type="checkbox"/>	