

## Energy Checklist

One way of identifying potential energy savings is by bringing in a specialist organisation to complete an energy audit.

This however comes at a cost.

This simple and easy to complete checklist can be completed by anybody within your organisation – No need for an energy expert. While it is designed specifically for schools, the principles can be applied to any setting.

It will help you to assess your building and identify areas needing improvement that will result in energy, carbon and monetary savings.

Room Type	Energy Saving Opportunity	Result / Answer
General Information	Are pupils involved in reading the energy meters and monitoring the results?	
	Is information on energy consumption shared with everyone in the school? If people know how much energy is being used, and how much it costs, they are more likely to become engaged with trying to reduce consumption.	
	Do you run activities to engage and raise awareness with both staff and students	
	Do you have an Eco Club?	
Boiler Room	Are boilers serviced regularly?	
	Are pipes and valves fully insulated in the boiler room? (Boiler rooms are not supposed to be warm)	
	Have heating times been matched to the occupancy of the building?	
	Is your hot water storage tank fully insulated?	
	What temperature is the water heated to? It must be at least 60oC, but needn't be higher.	
	If you have electric water heaters, are they turned off at the weekends and during school holidays?	
Building Exterior	Are all external lights turned off during the day?	
	Are controls for exterior lights checked to ensure they match occupancy periods and daylight hours?	
	Are exterior doors and windows free from gaps leading to heat loss / draughts?	
	Have unnecessary opening windows been permanently sealed?	
	Do door closers function properly?	
	Are windows and skylights cleaned regularly to allow maximum daylight?	
Classrooms, IT Suites and Libraries	During the heating season, is the temperature 18oC?	
	Are heating emitters (radiators, convectors etc) free from obstructions such as tables, bags, storage?	
	If you have thermostat radiators valves, are they set to a medium heat setting, e.g. 3?	

	If there are room thermostats, do they work, and are they set to the appropriate temperature?	
	Do windows remain closed while the heating is on? (Please always abide by Government advice on ventilation)	
	Is your site free from supplementary heaters e.g. electric plug-in heaters? The use of these indicates an inefficient heating system.	
	Are any parts of the school too hot? If so, where and why?	
	Are any parts of the school too cold? If so, where and why?	
	Before lights are automatically switched on in the morning, is consideration given to whether they need to be on?	
	If lights are turned on in the morning, does anybody turn them off as the level of daylight increases during the day?	
	If you have multiple light switches in rooms, are the ones that don't usually need to be on clearly labelled to prevent them being used unnecessarily?	
	Are you satisfied that none of the rooms are over lit?	
	If you have air conditioning units, check the temperature is not set less than 24°C	
	Where IT suites have air conditioning, and windows and doors always kept closed?	
	Is IT equipment always switched off when not in use? (PC's, Laptops, Whiteboards, Projectors, TV's etc)	
	Have you considered plug in time controls to control IT equipment such as laptop charging trolleys / photocopiers?	
Hall and Theatre	Are blinds on high level windows open to allow natural light to enter?	
	Are lights switched off after assemblies and when rooms are empty?	
	If you have multiple light switches, are only necessary lights being used, rather than all of them?	
	Is all specialist equipment, such as spotlights, projectors etc, turned off when not being used?	
Office and Reception Areas	Is non-essential lighting switched off at all times? E.g. Lights in well-lit reception areas?	
	Are lights always switched off when these areas are unoccupied?	
	Is IT equipment such as printers and photocopiers switched off overnight?	
	Are plug-in timers fitted to any electronic equipment such as photocopiers and printers?	
	Are computer monitors switched off when not in use?	
	Have any unnecessary plug-in heaters been removed?	
Kitchen	Ovens and hobs heat kitchens, therefore if there is a thermostat, turn it down to between 16-18°C	
	Is catering equipment switched off immediately after use e.g. Extractor fans?	
	Where possible, are fridges and freezers located away from heat sources?	
	Where possible, are fridges and freezers emptied and switched off during holiday periods with doors propped open? If multiple	

	appliances are present, combine the contents so some can be switched off.	
	Are fridges and freezers defrosted regularly?	
	Is cooking equipment labelled with pre-heat times and not left on unnecessarily?	
	Is hot water set to an appropriate temperature of just above 60oC?	
Staff Room / Common Room	Are lights always switched off during periods of non-occupancy?	
	Are kettles, toasters, coffee machines etc switched off at the plug overnight, weekends and holidays?	
	Are plug-in timers fitted to any electronic equipment such as photocopiers and printers?	
	Have any unnecessary plug-in heaters been removed?	
	Are fridges emptied for the summer holidays?	