Opportunity 3: Out-of-hours survey

Schools should only be using a small amount of electricity overnight for items such as servers, refrigerators and freezers. Your school is probably leaving other items on overnight, weekends and holidays which can be as much as 20% of your daytime use.

Carrying out an out-of-hours survey will help you to identify these items so you can ensure they are switched off.

This can be achieved by carrying out the following:

1. Find out what your current overnight usage is. This can be found easily using MYWME where graphs show consumption split by each hour of the day. "Operational hours" are split from "Non-Operational Hours" making this simple.

2. After school one day, survey of all the rooms in the school without warning staff using the template below to record the items and the number of those items that have been left on that day. Look particularly at lighting, photocopiers, printers, IT equipment, electric heaters, water heaters, overhead projectors, interactive boards, kitchens, exterior lighting and don't forget the boiler room and other service areas.

3. Report your findings to everyone in the school as it will raise awareness of how much equipment the school has, that a lot of equipment is being left on and the potential savings to be made.

4. Encourage everyone to switch items off fully at the end of the day rather than leaving them on standby.

5. Ask pupils to design posters to remind everyone to do this. At the same time launch a reward scheme so successes can be celebrated room by room, class by class in celebration assemblies and keep raising awareness with staff in staff meetings

Out of hours energy consumption can easily be viewed on our energy monitoring platform MYWME. This is also a great way of monitoring how any changes you make, impacts your consumption.

Out of hours survey

List all items left on while schools is closed. We suggest completing a table for each room

Room name or number	Item left on	How may of these items have been left on?
E.g. 15	Computer and Monitor	3
E.g. 12	Lights	5