A cartoon of a planet

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## School Energy Audit Checklist

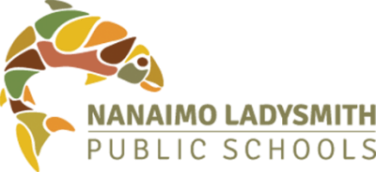
Conducting energy audits on a regular basis helps identify energy waste and identify opportunities for improving our energy practices. This checklist is designed to help you conduct a walkthrough review of your school. Some ideas you can act on now and others will involve review by the Energy Manager. Remember to have fun and use this as an opportunity to get to know your school better. If you have any questions about this exercise, please contact Mary Zuccaro, NLPS Energy Manager, mary.zuccaro@sd68.bc.ca.

**1. Basic Information**

|  |  |
| --- | --- |
| Date of energy audit: |  |
| School: |  |
| Who conducted the audit: |  |

**2. Lighting**

|  |  |
| --- | --- |
| Are there any places where incandescent lights are still in use? |  |
| Are there shared or “orphaned” spaces where the lights are always left on? (e.g. store rooms or the staff room) |  |
| If there are several light switches in an area, can they be labeled to make it more obvious which switches relate to which lights? |  |
| Are there places where lights can be switched off and daylight be used instead? (e.g. corridors with plenty of daylight.) |  |
| Are there any external lights on during the day? |  |
| Can main lighting ever be switched off in exchange for desk lamps? |  |

**3. Heating and Cooling**

|  |  |
| --- | --- |
| How is your school heated and cooled? |  |
| Does the temperature vary much during the day? |  |
| Do students or staff complain that it is too hot or too cold? |  |
| Are radiators or vents blocked by boxes and furniture? |  |
| Are external doors and windows closed when heating is on? |  |
| Are any window panes cracked or broken? |  |
| Are blinds closed at the end of the day during winter to cut down on heat loss? |  |

**5. Electrical Equipment**

|  |  |
| --- | --- |
| Can any equipment be switched on later and switched off earlier? |  |
| Is equipment clearly labeled so that teachers and students know they can switch it off? |  |
| Is there any equipment that could be put on a timer? |  |
| Are fridges placed next to heat sources? They run more efficiently in a cool environment. |  |
| Is the staff fridge defrosted regularly? |  |
| Is the fridge thermostat working and set to the right temperature (2-4 °C)? |  |

**6. Water Use**

|  |  |
| --- | --- |
| Are there any dripping taps or toilets? Do they need maintenance? |  |