



Conduct an Energy Efficiency Treasure Hunt at Your School

For more information, view the [ENERGY STAR Building Upgrade Manual, Chapter 10: K-12 Schools](#).

Energy Management Program				
Feature	Y	N	Room for improvement?	Location (ex. Classroom 101)
★ Energy management program in place				
★ School has an energy efficiency goal or target				
★ School is consistently benchmarked in EPA's Portfolio Manager				
★ School has a designated staff person responsible for energy management				
★ Communication plan in place to promote energy management program				
★ Summer shutdown program in place (if school unoccupied during summer)				
School has an active energy or energy efficiency club or committee				
Energy efficiency included in science curriculum				
Lighting				
Starting Question(s)	Y	N	Describe	
★ Has your school implemented a lighting upgrade in the past 5 years?				
Feature	Y	N	Room for improvement?	Location (ex. Classroom 101)
ENERGY STAR qualified lighting in place				
Lights are off in unoccupied rooms, gymnasiums, and at athletic fields				
Natural light used where possible instead of artificial lighting				
Window shades in place to regulate light and block excess heat				
Appropriate lighting levels are used*				
★ Efficient light fixtures in place (T5, T8, LED, CFLs)*				
★ Electronic ballasts in place (not magnetic)				
Occupancy sensors (if present) set to short turn-off time				
LED "Exit" signs installed				
Light fixtures are clean (to allow light through)				
Computers, Copiers, and Printers				
Feature	Y	N	Room for improvement?	Location (ex. Classroom 101)
ENERGY STAR qualified computers, monitors, printers, and copiers in use				
Computers set to hibernate when not in use, and turned off overnight				
Computers turned off overnight (not just in sleep or screen saver mode)				
Monitors, printers, and copiers turned off when not in use				
Power save settings activated on computers				
Equipment plugged into power strips for easy disconnect from power source				
Other Appliances				
Feature	Y	N	Room for improvement?	Location (ex. Classroom 101)
ENERGY STAR qualified appliances, including kitchen equipment, in use				
Refrigerators seal tightly when closed				
Freezers seal tightly when closed				
Unused appliances are unplugged or on a power strip that is shut off				

Classrooms free of duplicate appliances in classrooms (e.g., mini-fridges or space heaters)				
Rechargeable devices unplugged once charged				
Vending machines turned off or put into sleep mode at end of day				
Heating, Ventilation, and Air Conditioning (HVAC)				
Starting Question(s)	Answers			
★ What type of heating and cooling does your school use?				
★ How old is your school's HVAC equipment?				
★ Has it ever been retrofitted?				
★ How regularly is maintenance conducted on the equipment?				
Feature	Y	N	Room for improvement?	Location (ex. Classroom 101)
Ventilation units are not blocked by books/papers/other materials				
Windows and doors are closed when heating/cooling equipment is on				
Windows and doors have adequate weather stripping to avoid air leaks				
Windows are operable				
★ Thermostat is set to an appropriate temperature based on season, local weather conditions and humidity, and current occupancy				
★ Temperature setback policy in place				
★ Supply pipes* are insulated				
Classrooms are free of space heaters				
Electronics are located away from thermostats				
★ Building Automation System (BAS) in place				
★ BAS trend logs are available				

Activities that are marked with ★ may require support from your district's Energy Manager.

Assessing your results

Visit www.energystar.gov/products to learn more about the benefits of ENERGY STAR qualified products and appliances.

Discussion questions

Were the problems you identified mostly due to equipment (inefficient lighting), or behaviors (lights on in empty classrooms)? Review your checklist, then record your answer:

Record any other trends you noticed about energy-efficiency problems in your school. For example, were they mostly lighting related? Did one area of your school have more problems than others?

For more information about energy efficiency and ENERGY STAR K-12 Toolkit, please contact us through Ask a Question portal at www.energystar.gov/buildingshelp.