

Energy Walkabout

Grades: 9-12

Topic: Energy Efficiency and Conservation

Owner: National Energy Foundation

Energy Audit Checklist

School/Facility _____

Date_____

Completed By _____

Facility Conservation Program (check mark if in place)

Room by room report:

_____ Energy Action Team in place with regular meetings

_____ Energy Action Patrol active and reporting to energy team

_____ Recycling program for drink containers, white paper, etc.

Internal Checks (mark an X if problem noted)

_____ Lights off in unoccupied spaces (classroom, gym, cafeteria, office, workroom)

_____ No unnecessary electric devices (refrigerators, lamps, etc.)

_____ Electronic equipment (TV, VCR, computer monitor) off when not needed

_____ Computers OFF at the end of the day, not just sleep mode

_____ Window coverings to block sun where needed

_____ Electronics located away from thermostats

_____ Thermostats/return air vents not blocked

_____ Thermostats turned up after occupied hours (summer 80° F, winter 65° F)

especially in portables, cafeteria

_____ Hall lights off when not needed, half lighting used wherever possible

Sinks, water fountains have no leaks (work order needed if leaking)

Hot water heater set at 110 °F for general use, 140 °F for dishwasher

Internal gym doors closed

Exhaust fans off if not needed (gym, restrooms)

Cafeteria compactor in use (where available)

Vendor misers on drink machines

Notes:

External Checks

- _____ Exterior doors and windows closed
- _____ Dumpster size and collection frequency appropriate

Facilities Issues (put in work orders for any needed work ASAP)

- _____ Security and athletic field lights off in daylight hours
- _____ Timers set appropriately for sprinklers, makeup/outside air units, air conditioning time clocks and programmable thermostats, etc.
- _____ Windows properly caulked and free of cracks
- _____ Effective weather stripping on doors
- _____ Deciduous plants to shade southern & western sides of building
- _____ Corridor lighting turns off except for emergency lights
- _____ Low wattage lighting and electronic ballasts in fluorescent lights
- _____ Remove incandescent lighting, replace if needed with compact fluorescent

Pre-Holiday Shutdown Procedures

- _____ Clean out refrigerators
- _____ Back up computer files
- _____ Unplug all electrical devices in classrooms, work areas that will not be used
- _____ Set thermostats to auto, highest temperature possible (kitchen dry storage should not exceed 75)
- _____ Adjust time-clocks, timers on lights, etc. as needed
- _____ Inform district HVAC operations of building zones that will be shut down for holidays and the days they will be unused

Recommendations/Ideas to Save Energy at this Facility:

Room by Room Report, continued