

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

External Checks

_____ Exterior doors and windows closed

_____ Dumpster size and collection frequency appropriate

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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

_____ Timers set appropriately for sprinklers, makeup/outside air units, air conditioning time clocks and programmable thermostats, etc.

_____ Effective weather stripping on doors

_____ Corridor lighting turns off except for emergency 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 be set to 50°)
- _____ Adjust time-clocks, timers on lights, etc. as needed
- _____ Inform district HVAC operations of building zones that will be shut down for the holiday

_____ Back up computer files

_____ Set thermostats to auto, highest temperature possible (kitchen dry storage should not exceed 75)

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:
