



Schools Energy and Water Survey Checklist 2014

Name of School.....

Date of Energy Survey.....

Name of Assessor (s).....

There is room for any extra information you may want to add in the table at the back.

○ General

- Does your school have an energy policy? Yes No
- What is the energy rating of the building (if known)? ¹ A B C D E F G
- Are there any energy improvements currently happening or planned? Yes No
- Is energy purchased through ESPO Yes No

○ Lighting

- What types of fluorescent tubes are in use? T12 (36mm) T8 (25mm) T5 (19mm)
- What condition are reflectors in? Old and opaque Old New
- Do blinds/curtains allow best use of daylight? Yes No
- Do staff have individual control over their lights – or if not Yes No
- Does the switching pattern suit the room? Yes No
- Is PIR (passive infrared motion sensors) lighting installed? Yes No
- If so, does the PIR system control adequately Yes No
- Are there any lights ever left on in unoccupied areas or outside? Yes No
- Is a 'last one out turns off' procedure in place? Yes No

○ Heating

- Is the building connected to WCC Energy Management System (Trend or JEL panel in boiler-house)? Yes No
- On the whole, is the temperature satisfactory? Yes Too hot Too cold
- Is the temperature generally consistent throughout the building? Yes No
- Is the temperature easy to control? Yes No
- Is furniture blocking the heating? Yes No
- Is heating on when not required? Yes No
- Are any individual heaters being used? Yes No
- Is any of the energy from a renewable source? Yes No



○ **Building Fabric**

- | | | |
|--|-----|----|
| • Are most of the windows double glazed? | Yes | No |
| • Are windows and external doors draughty? | Yes | No |
| • Is heating on with windows open at the same time? | Yes | No |
| • Are windows clear to let in the maximum amount of light? | Yes | No |
| • Is there overheating in summer? | Yes | No |
| • Are roof spaces insulated? (how many inches?) | Yes | No |

○ **Air Conditioning**

- | | | |
|--|---------|------------|
| • Is there air conditioning in the building? | Yes | No |
| • If yes, is it a central system or individual units? | Central | Individual |
| • Do occupants understand how to set the temperatures? | Yes | No |
| • Are temperatures too low in summer time? | Yes | No |
| • Is the air conditioning ever on together with the heating? | Yes | No |

○ **Office Equipment**

- | | | |
|--|-----|----|
| • Are computers left on when not in use or overnight? | Yes | No |
| • Are monitors switched off when not in use? | Yes | No |
| • Are printers and photocopiers left on overnight / at weekends? | Yes | No |

○ **Water**

- | | | |
|--|-------|----------|
| • Is the temperature of hot water regularly too high? | Yes | No |
| • Is there any non-domestic water use, i.e. vehicle washing? | Yes | No |
| • Is drinking water from mains or bottled? | Mains | Bottled |
| • Is urinal flushing controlled? | None | Some All |
| • Are there waterless urinals ? | None | Some All |
| • Are water displacement devices in place in WCs? | None | Some All |
| • Are there any dripping taps? | Yes | No |
| • Are there any overflows running? | Yes | No |
| • Are water heaters in place for drinks? | Yes | No |
| • If so, are water heaters used instead of kettles? | Yes | No |

○ **Other Equipment**

Are there any:

- | | | |
|---|-----|----|
| • Water coolers? | Yes | No |
| • Kettles? | Yes | No |
| • Desk lamps | Yes | No |
| • Electrical heaters | Yes | No |
| • Portable fans | Yes | No |
| • Refrigerators | Yes | No |
| • Microwave ovens | Yes | No |
| • Is there a 'last one out switch off' procedure in place for equipment | Yes | No |



Notes

General
Lighting
Heating
Building Fabric
Air Conditioning
Office Equipment
Water
Other

1. Building Energy Rating – If your building is over 250m² you may need to display a Display Energy Certificate (DEC) in your entrance foyer. The certificate shows an energy rating from A to G in much the same way that ratings are displayed on fridges and washing machines. If you require a certificate please contact the Energy Team on Tel: 01926 47 6623.