

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

 What is the energy rating of the building (if known)?¹ A B C D E Are there any energy improvements currently happening or planned? Yes Is energy purchased through ESPO Yes 	No No
 Lighting What types of fluorescent tubes are in use? T12 (36mm) T8 (25mm) T5 (19) What condition are reflectors in? Old and opaque Do blinds/curtains allow best use of daylight? Yes Do staff have individual control over their lights – or if not Yes Does the switching pattern suit the room? Yes Is PIR (passive infrared motion sensors) lighting installed? Yes If so, does the PIR system control adequately Yes Are there any lights ever left on in unoccupied areas or outside? Yes Is a 'last one out turns off' procedure in place? Yes 	0mm) New No No No No No No

• Heating

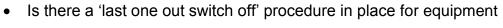
Is the building connected to WCC Energy Management System (Trend or JEL panel in boiler-house)? Yes No On the whole, is the temperature satisfactory? Yes Too hot Too cold • Is the temperature generally consistent throughout the building? Yes No • Is the temperature easy to control? Yes No • No Is furniture blocking the heating? Yes • 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 •



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 <	Building Fabric Are most of the windows double glazed? Are windows and external doors draughty? Is heating on with windows open at the same time? Are windows clear to let in the maximum amount of light? Is there overheating in summer? Are roof spaces insulated? (how many inches?)		Yes Yes Yes Yes Yes Yes	No No No No No
0 • • •	Air Conditioning Is there air conditioning in the building? If yes, is it a central system or individual units? Do occupants understand how to set the temperatures? Are temperatures too low in summer time? Is the air conditioning ever on together with the heating?	Central	Yes Indivi Yes Yes Yes Yes	No dual No No No
0 • •	Office Equipment Are computers left on when not in use or overnight? Are monitors switched off when not in use? Are printers and photocopiers left on overnight / at weekends?		Yes Yes Yes	No No No
 . .<	Water Is the temperature of hot water regularly too high? Is there any non-domestic water use, i.e. vehicle washing? Is drinking water from mains or bottled? Is urinal flushing controlled? Are there waterless urinals ? Are water displacement devices in place in WCs? Are there any dripping taps? Are there any overflows running? Are water heaters in place for drinks? If so, are water heaters used instead of kettles?	Mains None None None	Some	e All e All
 . .<	Other Equipment Are there any: Water coolers? Kettles? Desk lamps Electrical heaters Portable fans Refrigerators Microwave ovens Is there a 'last one out switch off' procedure in place for equipmen		Yes Yes Yes Yes Yes Yes Yes Yes	No No No No No No





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Notes

General
Lighting
Heating
Building Fabric
Air Conditioning
All 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.



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