



## ENERGY SAVING CHECKLIST NAUTILUS MIDDLE SCHOOL

Area Mapped: \_\_\_\_\_ by Whom: \_\_\_\_\_

	Yes/ No	Where? (Room, #, Hallway, area)	Solutions (ways to save energy, improvements)	Other(Observati ons, targets, notes)
<b>Lighting</b>				
Lights off in unoccupied classrooms				
Lights off in washrooms (if switch exists)				
Day lighting used instead of overhead lights.				
Adequate light switch controls turn off banks of lights needed				
Light levels are appropriate				
Lamps -efficient, T8, not T 12; All other lights have CFLs or LEDs				
Fixtures are clean to allow light through				
If occupancy sensors present, set to short turn-off time				
Exterior lights are off during the day and only on when it is dark out (if needed)				
Exit sign lights are LEDs				
<b>Computers and other electronics</b>				
Computers turned off when not in use (end of day)				
Monitors and printers turned off when not in use (when gone for an hour or more)				
Power saving settings activates on computers				
LCD (Flat Screens vs. CRT (boxy) monitors				
Power strips used for easy turn off Computers sleep or hibernate vs. using screen savers				
Copy machines off at the end of the day				
VCR and TV off				

<b>Heating, ventilation, and air conditioning, (HVAC)</b>				
Ventilation units clear of obstructions – books / papers				
Windows and doors are closed when heating or cooling equipments is operating				
Thermostat set at constant temperature (68 in winter and 78 in summer)				
Heat in hallway turned down (or off) overnight				
No air leaks around doors or windows				
Heating supply pipes are insulated				
Absence of space heaters				
<b>Other Appliances and Vending Machines</b>				
Vending machines are de-lamped				
Vending machines have misers &/or are Energy Star Certified				
Refrigerators are set to normal temp: 36-40 F				
Refrigerators off during extended breaks				
Freezers set to normal temp: 0-8 F; seal tightly when closed				
Cooking equipment off when not in use				
Unused appliances unplugged, on a power strip, or shut off				
Minimize, limited duplicates of appliances in classrooms (mini- fridges, coffee pots, microwaves, etc)				
Batteries /rechargeable devices unplugged when fully charged				

Comments / suggestions for saving energy: