

Whole School Community

- Establish or improve school-wide strategies for turning off all lights when adequate sunlight is available or when rooms are not in use.
- Establish or improve school-wide strategies to turn off (or put to sleep) all computer monitors, peripherals (printers, scanners, etc.) and other electronic equipment (copiers, typewriters, etc.) when not in use.
- Establish or improve school-wide strategies to make sure space around vents on walls and window sills is kept free of obstruction.
- Establish or improve school-wide strategies to make sure windows, blinds, and curtains are closed at the end of the school day to keep heat in, and open during the day to let daylight in and reduce heating and/or cooling need.
- Establish policies that encourage energy efficiency regarding space heaters, coffee makers, microwaves, hot plates, personal refrigerators, and other energy using devices.
- Establish or improve school-wide strategies to make sure doors to the outside of the building are not left open longer than necessary when heating and cooling. Classrooms should also keep windows and doors closed when heating and cooling.

Facilities/Maintenance/Purchasing

- Implement weekend and vacation shut-down procedures for heating/cooling and lights/equipment to maximize energy efficiency. Create a plan, and present the benefits (environmentally and financially) to your administration/district/school board, or other appropriate audience.
- Coordinate after-school and weekend activities for efficient use of heating and lighting systems. Create a plan, highlight the benefits (environmentally and financially), and present your plan to the administration/district/school board, or other appropriate audience.
- Create a proposal to purchase only energy efficient equipment (e.g. Energy Star). Show the benefits (environmental and financial), and present it to your administration/district/school board, or other appropriate audience.
- Have appropriate school/district staff regularly check mechanical equipment and perform proper cleaning and preventative maintenance (heating coils are vacuumed, filters are changed as scheduled, etc.). Find out if this is already being done by interviewing appropriate staff or reviewing maintenance procedure guidelines. Depending on your findings, present information, recommendations and benefits (environmental and financial) to appropriate audience and request that these actions are adopted.
- Implement an equipment consolidation program to ensure that energy is not wasted by using more equipment than necessary (e.g., unplugging and/or removing unnecessary refrigerators and reducing the number of computer printers through networking).
- Establish a purchasing policy that specifies high-efficiency/air-cooled hot water heaters when replacement is needed.
- Review and update your school district's purchasing, nutrition and wellness policies to include more local, sustainable and fresh foods in your school meal service.
- If your school has over 50% free and reduced lunch students, apply for the USDA and WA Grown F&V programs and use that money for locally grown food for snacks.

Planning/Education/Outreach

- Post conservation reminder stickers and posters around the school (turn off the lights, turn off this computer/monitor, thermostat settings, keep door closed, etc.)

Energy Efficiency Action List

- Each classroom signs an energy efficiency pledge for their classrooms and/or students take an energy efficiency pledge home for each family to sign and post on their refrigerator.
- Take a field trip to a local power plant and share information with whole school community.
- Have students (6th, 7th or 8th grade) participate in the Puget Sound Energy Cool School Challenge or Powerful Choices for the Environment Program if it is available in your area.
- Include energy efficiency, global warming, ecological footprints, carbon footprints, or renewable or non-renewable energy themes in daily assignments or activities (reading assignments, current events, spelling lists, math problems, art projects, etc.)
- Add renewable and non-renewable energy sources, global warming, ecological footprints, carbon footprints or energy efficiency themes to the curriculum for appropriate grades.
- Do a promotional campaign to choose more vegetarian and less meat entrees in the cafeteria to save energy in the greater food system.
- Do a research project on the amount of energy used in growing, processing, packaging and shipping food. Consider using a specific item of food and tracking production, perhaps using data from two different methods of growing and preparing that food. Present as a poster project or presentation to your school community. You could do this as a class, with teams looking at different food items. Hang posters with your findings in the cafeteria.
- Take a fieldtrip to a farm to learn about food production. Make a display or presentation in your cafeteria.
- Organize a low carbon diet or local food day in your cafeteria to raise awareness of how food choices relate to energy use. *Example:* www.eatlowcarbon.org/#
- Hold a community school event to watch and discuss a film about food. Contact the WA Farm to Schools Program.
- Give a presentation to school district, school board, PTA, or other group, proposing a new district policy or procedures that would address energy efficiency practices in all schools within the district. (District policy for standard temperature settings, weekend and vacation shut down procedures, lighting retrofits, vending misers, hiring a Resource Conservation Manager, green building features or LEED certification for a new school being built and/or remodeled, overall energy conservation policy, etc.)
- Research what new equipment, retrofits and/or energy-efficient technology your school might need. Before recommending the purchase of new equipment, be sure to identify the criteria that decision makers need in order to invest in new equipment, such as payback period and legally mandated requirements. A good resource is the U.S. Department of Energy's [Rebuild America Program](#), which offers technical resources to school districts.
- Learn about solar energy to heat water. Determine if solar-heated water would be appropriate at your school and present your findings and ideas to your administration or other appropriate audience.
- Research potential energy and financial savings of portable electric heaters, small classroom refrigerators or other appliances were not allowed. As part of your research, find if other schools, districts or agencies have banned the use of such devices as part of their energy conservation/efficiency policy. Present your findings and recommendation to appropriate audience.
- Begin tracking your school's energy use and associated costs. Students could use this data to create charts, graphs, presentations to community members or other audiences, and display monthly usage results in a common area. Tracking your school's energy use could help measure the impact (and financial savings) of your newly adopted energy efficiency practices.

Energy Efficiency Action List

- Benchmark your school's energy consumption. Benchmarking is a process where you calculate a building's energy use and compare it with other, similar buildings to find out how your energy consumption compares with similar buildings in your area.

In order to benchmark your school, you will need to gather the following information:

Area of the School building in square feet (measure or copy from the plans) _____
 % of the school area that is heated _____
 % of the school area that is cooled _____
 Number of students _____
 Number of computers _____
 Weekly operating hours _____
 Number of months the school is used each year _____

Contact your school's administrative office and ask for at least 12-months (last school year) of energy consumption and costs for your school. You will need the kWh of electricity for each month and any other fuels the school used - natural gas, oil, propane, etc.

When you have this information go to the Environmental Protection Agency's Portfolio Manager at: www.energystar.gov/index.cfm?c=evaluate_performance.bus_portfolioportfolio. You'll need to register, then input the data for your school following the directions at the website. When you've finished putting in the data, the Portfolio Manager will calculate the building's energy use in units of kBtu/(square feet x year) and then rate the school against other similar schools in your area. If the school's rating is 75 or more (meaning that it uses less energy than 75% of all schools), it is eligible for Energy Star certification.

- Include a "conservation minute" or "factoid" each day or week. Post this information, make it a trivia game, a morning announcement, staff meeting announcement, etc.
- Contact your local utilities or agencies to schedule speakers on energy conservation or to order classroom resources related to energy conservation.
- Promote school-wide energy awareness through classroom activities, energy fairs, science displays, etc
- Students calculate their **personal** "ecological footprint" using one of the many online calculators and have them write, draw, or present about simple things they can do to reduce their footprint.
 Examples: <http://www.islandwood.org/kids/impact/footprint/index.php> or <http://www.kidsfootprint.org/> or <http://www.earthday.net/footprint/index.asp> - for older students/adults
- Students calculate their **personal** "carbon footprint" using one of the many online calculators and have them write, draw or present about simple things they can do to reduce their footprint.
 Examples: http://www.epa.gov/climatechange/wycd/calculator/ind_calculator.html or <http://www.begreennow.com/calculator?source=0D0909>
- Students calculate the **school's** "ecological or global footprint" using an online calculators, and present information, findings and recommendations to school community or other appropriate audience.
 Example <http://www.globalfootprints.org/issues/footprint/councquiz1.htm>
- Students calculate the **school's** carbon footprint and present information, findings and recommendations to school community or other appropriate audience.
 Example links include <http://www.earthteam.net/GWCampaign/calculate.html> or http://www.dott07.com/flash/dott_1024.htm
- Calculate your **school's** "foodprint" and send materials home for families to calculate their foodprints.
www.eatlowcarbon.org and <http://coolfoodscampaign.org/what-you-can-do/>.

Energy Efficiency Action List

- Establish an Environmental Club, Energy Club, or Conservation Club, that focuses on environmental issues and projects in your school and community.
- Have older students teach younger students activities or lessons relating to energy, efficiency, etc.
- Perform a skit, puppet show, or other type of entertainment related to energy use and conservation to the school, community members, or another school.
- Design an advertising campaign including displays for the foyer, commons, cafeteria or other space to educate students and staff about school energy conservation actions that they can take at school and at home.
- Involve local media to make a public service announcement film or ad about energy use and conservation
- Give a presentation to school board, PTA, or other appropriate group, proposing a new district policy or procedures that would address waste reduction and recycling issues.
- Mentor another school in your district or county to help improve its energy efficiency practices.
- Establish a relationship with a sister school internationally with similar academic/environmental goals so students can be engaged with the global community. Share information with whole school community.
- Research three local or international schools to learn what they are doing to implement energy efficiency, and how they measure and evaluate their results. Present your findings.
- Research and identify barriers to making any additional improvements in energy efficiency at your school, and propose solutions to the school/district/school board, or other appropriate audience.
- Create a school wide recognition program for students who participate in energy efficiency activities outside of the classroom and/or have students partner with community groups, non-profits, or businesses on conservation related projects.
- Other _____
What other significant energy efficiency practice could your whole school implement? Make a plan and take action!