



Energy Efficiency Assessment

School Name: _____	Date: _____	
Conducted By:		
_____	_____	_____
_____	_____	_____
_____	_____	_____

Congratulations on completing Step 1 by forming your Green Team!

Step 2: Assess

Complete this Energy Efficiency Assessment to learn more about energy consumption in your school, and to help your Green Team choose a Long Lasting Change. Use the *Room Assessment Worksheet* (attached) and the *Energy Efficiency Assessment Guide* to assist you in filling out the following pages.

General Information:

- Does your school district have a Resource Conservation Manager?
 - Yes No
- Contact your local utility/electricity provider to determine the primary sources of energy for your school.

<input type="checkbox"/> Coal	_____ %	<input type="checkbox"/> Natural Gas/Propane	_____ %
<input type="checkbox"/> Nuclear	_____ %	<input type="checkbox"/> Oil	_____ %
<input type="checkbox"/> Hydroelectric	_____ %	<input type="checkbox"/> Wind power	_____ %
<input type="checkbox"/> Solar	_____ %	<input type="checkbox"/> Geothermal	_____ %
<input type="checkbox"/> Wood	_____ %	<input type="checkbox"/> Other	_____ %

Where is the source(s) located? _____

- What type of energy is used to heat and/or cool your school buildings (*check all that apply*)?

<input type="checkbox"/> Electricity	<input type="checkbox"/> Coal
<input type="checkbox"/> Natural Gas/Propane	<input type="checkbox"/> Wood
<input type="checkbox"/> Oil	<input type="checkbox"/> Other__
<input type="checkbox"/> Steam	

Where is the source(s) located? _____

- What facilities, other than the school building, use electricity on school grounds?

<input type="checkbox"/> Athletic Fields	<input type="checkbox"/> Outdoor Lighting
<input type="checkbox"/> Press Box	<input type="checkbox"/> Other _____
<input type="checkbox"/> Storage Sheds	

- How much did your school (or district) pay for your school's energy last year? Include energy units and costs (*see notes in the Assessment Guide*).

Propane/Natural Gas/Oil \$ _____ for _____ BTU's School District
 Electricity \$ _____ for _____ BTU's School District
 Other _____



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16. Are trees located close to the building to provide shade during sunny days?

- Yes No

17. Are trees placed on the north and west sides of the school to provide a wind break?

- Yes No

18. How old is your heating, ventilation and air conditioning (HVAC) equipment? _____

19. What type of heating system do you have:

- | | |
|---|---|
| <input type="checkbox"/> Steam boiler | <input type="checkbox"/> Unitary roof-top system |
| <input type="checkbox"/> Hot water boiler | <input type="checkbox"/> Electric resistance (commonly unit ventilators) |
| <input type="checkbox"/> Furnace | <input type="checkbox"/> Heat pump (electric, water source, or ground source) |
| | <input type="checkbox"/> Solar (active or passive) |

20. What type of cooling system do you have:

- | | |
|--|--|
| <input type="checkbox"/> Air conditioner w/gas furnace | <input type="checkbox"/> Air conditioner w/electric resistance |
| <input type="checkbox"/> None | |

21. Does your school follow a schedule for servicing your HVAC equipment?

- Yes No

22. How often are furnace and ventilation filters cleaned or replaced? _____

Temperature:

23. Space around vents on walls or window sills is kept free of obstruction.

(Complete the Room Assessment Worksheet to find the appropriate answer)

- | | |
|---|---|
| <input type="checkbox"/> Extensively Implemented | <input type="checkbox"/> Implementing |
| <input type="checkbox"/> Approaching Implementation | <input type="checkbox"/> Just Beginning |

24. How is the temperature in your building controlled?

- | | |
|--|---|
| <input type="checkbox"/> Whole school is set at same temperature | <input type="checkbox"/> Individual thermostats for each room or group of rooms |
|--|---|

25. Who sets the thermostats?

- | | |
|---|--|
| <input type="checkbox"/> Individual teacher controls the thermostat | <input type="checkbox"/> Thermostat is set by administration/maintenance staff |
|---|--|

26. Does your school use programmable thermostats?

- Yes No

27. Does your school or district have standards or guidelines for thermostat temperature settings?

- Yes No

If yes, what are the thermostat temperature settings for the following?

<i>Heating Season:</i>	Occupied _____	<i>Cooling Season:</i>	Occupied _____
	Unoccupied _____		Unoccupied _____

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Lighting:

28. All lights are turned OFF when adequate sunlight is available, or when rooms are not in use.

(Complete the Room Assessment Worksheet and select the appropriate answer)

- Extensively Implemented Implementing
 Approaching Implementation Just Beginning

29. Lighting controls: *(Use Y or N to complete the chart)*

Rooms	Wall switches?	Multiple switches to provide multiple levels of lighting?	Ability to turn some lights off when there is daylight?
Classrooms			
Office			
Restrooms			
Cafeteria			
Auditorium			
Gym			
Locker Rooms			
Hallways			

30. Are lights controlled by motion and/or photo sensors*? If so, what type and where are they located?

* Photosensors automatically turn lights on/off depending on the amount of natural light in the room.

* Motion sensors automatically turn lights on/off based on movement in the room.

Areas	Sensors – (Type: Motion/Photo/Both/None)
Classrooms	
Office	
Restrooms	
Cafeteria	
Auditorium	
Gym	
Locker Rooms	
Hallways	
Library	
Building Exterior	
Stadium	
Concessions	
Parking Lots	

31. Is natural lighting or skylighting (also known as daylighting) used as an alternative to artificial lighting?

(Use Y or N to complete the chart)

Rooms	Natural lighting only	Mostly natural lighting with artificial lighting as needed	Natural and artificial lighting both used some times	Artificial lighting only
Classrooms				
Office				
Restrooms				
Cafeteria				
Auditorium				
Gym				
Locker Rooms				
Hallways				

32. Does your school use vending misers or timers to control vending machine lighting and compressor use?

- Yes No

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33. What type of lighting is used *outside* of the school?

Area	Compact Fluorescent light (CFL) bulbs	Incandescent light bulbs	Fluorescent light bulbs	High Intensity Discharge (HID) light Bulbs	Other (ex: LED bulbs in exit signs, etc.)
Stadium					
Concessions					
Parking Lots					
Building Ext.					

34. What type of lighting is used *inside* of the school?

Rooms	Compact Fluorescent light (CFL) bulbs	Incandescent light bulbs	Fluorescent light bulbs	High Intensity Discharge (HID) light Bulbs	Other (ex: LED bulbs in exit signs)
Classrooms					
Office					
Restrooms					
Cafeteria					
Auditorium					
Gym					
Locker Rooms					
Hallways					
Library					
Other					

Appliances/Machines:

35. Are computer monitors turned OFF and computers put to SLEEP when not in use?

(Complete the Room Assessment Worksheet and select the appropriate answer)

- | | |
|---|---|
| <input type="checkbox"/> Extensively Implemented | <input type="checkbox"/> Implementing |
| <input type="checkbox"/> Approaching Implementation | <input type="checkbox"/> Just Beginning |

36. Are computer peripherals such as printers, scanners and other electronic equipment (copiers, typewriters, calculators, etc.) turned OFF when not in use?

(Complete the Room Assessment Worksheet and select the appropriate answer)

- | | |
|---|---|
| <input type="checkbox"/> Extensively Implemented | <input type="checkbox"/> Implementing |
| <input type="checkbox"/> Approaching Implementation | <input type="checkbox"/> Just Beginning |

37. Which energy-using appliances does your school have?

- | | |
|--|--|
| <input type="checkbox"/> Copiers | <input type="checkbox"/> Ice Maker |
| <input type="checkbox"/> Printers | <input type="checkbox"/> Dishwashers |
| <input type="checkbox"/> Scanners | <input type="checkbox"/> Stoves |
| <input type="checkbox"/> Computers/Monitors | <input type="checkbox"/> Ovens |
| <input type="checkbox"/> Refrigerators | <input type="checkbox"/> Clothes Dryer |
| <input type="checkbox"/> Televisions | <input type="checkbox"/> Vending Machines |
| <input type="checkbox"/> DVD Player/VHS Player | <input type="checkbox"/> Kiln |
| <input type="checkbox"/> Space heaters | <input type="checkbox"/> Woodshop |
| <input type="checkbox"/> Portable air cleaners | <input type="checkbox"/> Aquarium /Terrarium |
| <input type="checkbox"/> Hot plates | <input type="checkbox"/> Portable humidifier |
| <input type="checkbox"/> Portable fans | <input type="checkbox"/> Coffee pots |
| <input type="checkbox"/> Others _____ | |



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38. Which of these appliances/machines are turned off every night?
- | | |
|---|--|
| <input type="checkbox"/> Copiers | <input type="checkbox"/> Televisions |
| <input type="checkbox"/> Printers | <input type="checkbox"/> DVD Player/VHS Player |
| <input type="checkbox"/> Scanners | <input type="checkbox"/> Others _____ |
| <input type="checkbox"/> Computers/Monitors | |
39. Are the coils on your school's heating, air conditioning, refrigerators and coolers cleaned on a regular basis?
- Yes No How often are they cleaned? _____

Curriculum and Community:

40. Does your school include energy usage and efficiency or renewable energy as part of the curriculum?
- Yes No
- If so, which subjects or courses are covered and at what grade levels are they offered?
- _____
41. Have any of your school staff participated in any energy professional development programs or workshops within the past year?
- Yes No
42. How many power plants are in your county or region? _____
- What type of power plants are they (i.e. hydro, wind, geothermal, coal, bio-energy)? _____
- Which one provides energy for your school? _____
43. Has your school/class ever taken a tour of your local power plant?
- Yes No
44. Are students and staff encouraged to use energy efficiently?
- Yes No
45. How many lunchtime vegetarian and meat entrée options are offered in your cafeteria in one week?
- Vegetarian _____% Meat ___%
46. How many fresh foods and processed foods are offered at lunchtime in your cafeteria in one week?
- Fresh _____% Processed ___%
47. Has your school considered programs such as Watt-Watchers, energy teams, Cool Schools, etc?
- Yes No
48. Has your school hosted energy fairs or supported classroom energy projects?
- Yes No
49. Does your school emphasize conservation goals or programs on your website and/or other communication materials such as newsletters?
- Yes No

Renewable Energy:

50. Does your school have any renewable energy systems?
- | | | |
|---|--------------------------------------|--|
| <input type="checkbox"/> Solar Photovoltaic | <input type="checkbox"/> Wind | <input type="checkbox"/> Solar Thermal |
| <input type="checkbox"/> Geothermal | <input type="checkbox"/> Micro-hydro | <input type="checkbox"/> Other _____ |

