**Is Your School Energy Efficient? ‘Quick wins’ checklist**

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| Time clocks and kitchen equipment – Staffs responsibility |
| ☐ | **Are radiators free of obstruction?** | *Shelving, desks, coats and furniture etc against a radiator block heat from being properly distributed throughout the room.* |
| ☐ | **Are time clocks for point of use hot water heaters set up for weekend and holiday shutdown?** | *They do not need to be on 24/7. Check with a site manager whether it is safe to power these down completely over weekends and holidays. If a classroom has a point of use water heater, consider whether there is a need for hot water in the classroom at all.* |
| ☐ | **Does your site manager align the heating and hot water times to school opening hours?** | *Reducing heating by 1 hour a day can equate to a 10% reduction in bills, while reducing heating by 1⁰C can reduce bills a further 10%.*  |
| ☐ | **Have you engaged with your cleaners and kitchen staff?** | *Hot water, gas ovens, extractor fans are all large energy consumers. Reducing their usage by an hour a day can have a large impact on your daily energy cost.*  |
| ☐ | **Do you defrost your freezers over the summer holidays?** | *Regular defrosting, use of commercial rather than domestic fridges/freezers, picnic days and holiday switch off have been successful policies in other school kitchens.*  |
| ☐ | **Do you have Thermostatic radiator valves (TRV’s) on the majority of radiators?** | *TRVS are maintained so settings can be adjusted. Consider turning TRVs off/on-low in rooms that easily overheat or aren’t used often.* |
| Equipment – Staffs and students’ responsibility |
| ☐ | **Is any electrical equipment left switched on 24/7, even on standby mode?** | *For example, large storage chargers, projectors, SMART Board, printers and computers. consider purchasing smart plugs for large IT equipment. This way you can ensure equipment is on 7-day timers, programmed to shut down at weekends. Equipment that needs to be charged can be timed to do so in during your cheaper ‘night rate’ tariff.* |
| ☐ | **Have you done a printer/photocopier audit?** | *Can the number of printers/photocopiers needed be reduced by simply moving the equipment to more common/shared areas?* |
| ☐ | **Do you use the window blinds to maximum effect?** | *Ensure they are open to allow sunlight and heat into the classroom, instead of using overhead lights, when possible. During winter closing blinds overnight, this will stop cold draughts from entering the room and limit heat loss through the windows, especially overnight. During summer, this will prevent any unwanted solar gain.* |
| ☐ | **Are there any drafty areas, particularly classroom windows and doors?** | *Consider purchasing draught strips/seals. These self-adhesive foam strips or brushes will reduce heat loss and can prevent the need for additional heating.* |
| Lighting – Staffs and students’ responsibility |
| ☐ | **Do you have switch off stickers on main classroom lighting?**  | *Labelling light switches with usage stickers helps reduced unnecessarily usage; ‘Red’ for lights not to be turned on during daylight hours and ‘green’ for those ok for normal use.* |
| ☐ | **Has LED lighting been installed, or included as part of the maintenance programme?**  | [*The Energy Savings Trust*](https://energysavingtrust.org.uk/getting-best-out-your-led-lighting/) *estimate You can save £2-3 per year for every traditional halogen bulb you switch to a similarly bright LED bulb.* |
| ☐ | **Do you have motion sensors in use for circulation areas, toilets, or other less commonly used areas?** | *These can be retrofitted when replacing old lighting for LED, and can make your building more efficient. They can commonly be adjusted to switch off after 5,10 or 30 minutes of inactivity.* |
| Energy monitors – Student engagement |
| ☐ | **Do you have an appointed light/energy monitor for each room?** | *This student/staff member will ensure the projector, lights and electrical equipment is switched off during break, lunch and at the end of the day. The same students/staff members can take regular meter reads to quantify the differences they are making.* |
| ☐ | **Is there is an end of day/term switch off protocol where staff and students unplug electrical equipment?** | *There has been a lot of success in other schools when unplugging kitchen equipment like fridges over holidays, moving produce to a single unit.*  |