Further and higher education walk around checklist

Use this walk around checklist to help identify key low or no cost energy saving opportunities within your organisation. Conducting regular housekeeping walk arounds will help form the basis of an action plan to reduce your energy use and carbon footprint.

This checklist should be read in conjunction with the Further and Higher Education sector overview (CTV020), downloadable from the website, which provides further detail on most of the topics outlined below.

Heating, ventilation and air conditioning (HVAC)	Complete	Actions/comments
Set temperature controls to suit the space and daily occupation. Different areas of the campus will have different heating requirements and heating should only be on where needed.		
Close doors and keep radiators unobstructed by furniture to minimise heat wastage.		
Ensure boilers are maintained regularly and establish a maintenance contract if one is not already in place.		
Check that air conditioning is operating only when required. Ensure a dead band is in operation – the heating should switch off when a temperature of 19°C has been reached and cooling should not come on until the temperature exceeds 24°C.		
Are you making the most of natural ventilation? Opening windows overnight in the summer, where it doesn't present a security risk, will help cool the building down. This will also reduce the need for air conditioning.		
Consider fitting reflective film to south-facing windows. This is an inexpensive means of reducing the need for air conditioning and improving internal comfort conditions.		
Ensure ventilation in catering areas is time controlled to prevent fans from operating when not required.		
Lighting	**Complete**	**Actions/comments**
Switch off all non-essential lighting and control individual rows of lights separately. Even on winter days, it isn't always necessary to have lights near the window switched on.		

Lighting (cont)	Complete	Actions/comments
Do you still use traditional tungsten light bulbs? If so replace them with energy-efficient compact fluorescent lamps (CFLs) to reduce operating and maintenance costs. • Where appropriate, remove a fluorescent tube from multiple tube fittings in corridors and non-critical areas. • Encourage staff to report failing lamps and replace any failed lights with more efficient alternatives. • If fittings are compatible, replace old-style 38mm (T12) fluorescent tubes with 26mm (T8) tubes.		
Building fabric	**Complete**	**Actions/comments**
Repair gaps in building fabric immediately to prevent heated or cooled air from escaping.		
Office and lab equipment	**Complete**	**Actions/comments**
Turn off unused electrical and office equipment. Pay particular attention to big energy users, such as fume cupboards and kilns.		
Switch off I.T. equipment overnight. Items such as printers often remain switched on, particularly when students are working late on campus. Plug-in time switches are a cheap means of automatically switching off equipment.		
Leisure facilities	**Complete**	**Actions/comments**
Check pool temperatures and invest in a pool cover to avoid water evaporation which increases both heating and ventilation demand.		
Make sure fitness equipment is switched off when not in use. Other electrical items such as drinks machines also do not need to remain on overnight.		
Catering	**Complete**	**Actions/comments**
Target catering facilities, particularly bad habits regarding cookers and refrigerator cabinets. Cooking surfaces should be kept clean to maximise efficiency and hygiene. Refrigerators should not be overstocked to allow cold air to circulate freely.		
Are catering staff well trained in good kitchen practice? This includes switching off equipment such as fans, lights and small appliances when not in use.		
Check that fridges aren't located near sources of heat for optimum performance.		

For further advice on how to improve existing systems across the above areas, please visit
www.carbontrust.co.uk/energy/startsaving/technology.htm

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- By stimulating demand for low carbon products and services.

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ACT ON CO_2 is the Government's initiative to help individuals understand and reduce their carbon footprint. Visit http://actonco2.direct.gov.uk for more information.

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