Schools sector 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 Schools sector overview (CTV019), downloadable from the website, which provides further detail on most of the topics outlined below.

Heating	Complete	Actions/comments
Have building systems been maintained at the intervals recommended by the installer? Dirty or faulty fans, blocked filters, air ducts and components directly affect system efficiency and will increase running costs and risk of breakdown.		
Look out for signs of over-heating – for example, staff wearing summer clothes in winter or opening windows when the heating is on. Ask staff for feedback on internal comfort conditions.		
Check air ducts, heaters and radiators are unobstructed. If heat emitters are obscured, the room will not be warmed effectively.		
Ensure that thermostats are set correctly and that controls are not misused and cannot be tampered with.		
Experiment with switch-on/off times for heating and ensure thermostats are set correctly. Remember, children have higher metabolic rates than adults and therefore are comfortable at lower temperatures.		
Ensure thermostats are appropriately positioned, particularly where there have been changes to building layout. Thermostats placed in an area that is exposed to draughts will significantly increase heating costs.		
Check thermostatic radiator valve (TRV) settings on radiators. Comfortable temperatures of 19°C are usually maintained when TRVs are set to '3'. If the valve is kept at '5' or 'max', there is no control over the amount of heat emitted from the radiator.		
Ensure that time controls take account of unoccupied periods so that heating does not operate when there is no one around. Are heating or hot water controls set to minimise preheat times? Monitor space heating and water temperatures to ensure services are delivered when needed and not before.		
Consider set-back controls to allow lower temperatures at night where they can be safely reduced. Night set-back controls will allow around 8% savings with each degree reduction in temperature.		

Heating (continued)	Complete	Actions/comments
Where applicable check that controls such as weather compensation, optimisation and seven day time control are set correctly to save energy and money.		
Ensure multiple boilers are interlinked so that both boilers and circulation pumps are controlled by room thermostats. This will ensure boilers do not fire when there is no demand for heat.		
Check insulation of boilers and associated pipework and repair or replace if damaged.		
Building fabric	**Complete**	**Actions/comments**
Check whether parts of the building fabric are old or damaged (e.g. in roofs or cavity walls) and repair if so. Cold air and water may infiltrate which can cause damage and lead to increased heating costs.		
Check for draughts and damage to windows, window frames and doors. Repair any damage and install or maintain draught seals.		
Lighting	**Complete**	**Actions/comments**
Make optimum use of daylight in classrooms and turn lights off where possible in order to reduce lighting costs by 20%.		
Check that lighting in unoccupied areas is switched off as well as all non-essential lighting (including tubular fluorescent lamps) outside core hours. Promotional material, such as posters and stickers, will assist with this task.		
Check and label light switches to help staff and students select only those lights they need for the work being carried out.		
Ensure external lighting is switched off during the day.		
Check sensors and timers on lights, making sure they are altered when the clocks change.		
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 one 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 38 mm (T12) fluorescent tubes with 26 mm (T8) tubes.		

Lighting (continued)	Complete	Actions/comments
Establish a basic lighting maintenance and cleaning schedule to reduce costs as well as improving school appearance. A cleaning schedule should include windows, skylights, luminaires and sensors.		
Catering	**Complete**	**Actions/comments**
Are kitchen staff aware of the importance of being energy efficient? • Label equipment with minimum warm-up times. • Use correctly sized equipment. • Switch off unnecessary kitchen equipment and lights.		
Ensure chiller doors are kept shut and that staff working practice supports this.		
IT and office equipment	**Complete**	**Actions/comments**
Check and enable energy saving features on computers and other electrical equipment.		
Check hours of operation of all equipment and ensure all unnecessary equipment is switched off overnight and at weekends. The installation of timers can help automate this process.		
Miscellaneous facilities	**Complete**	**Actions/comments**
Install seven-day timers on electrical equipment such as kilns and fume cupboards. Make sure equipment is switched off during holiday periods and enable standby features on all equipment when it is being used intermittently.		
If applicable, is a swimming pool cover used whenever the pool is not in use?		

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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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