# Energy Reduction Checklist

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| Action | Comments | Academy Status / Checklist |
| Turn on minimal lights on unlock and increase as required (Site) | The building will not be at capacity when unlocking, consider if whole blocks need to be lit from, for example, 6am. |  |
| Verify time out periods on lighting | Are detection sensors/smart controls set at appropriate levels, can these be reduced? |  |
| Turn off classroom lights during lunch/break/after school periods when not in use | Whole school engagement. Staff to support.  Engage student Eco Council. |  |
| Conduct a review of outside lighting | Are all lights needed? Can time clocks be adjusted to suitable time periods. |  |
| Turn off air-conditioning when not in use and in the evenings | Are windows used appropriately when A/C running? Remind staff. Ask end of day staff (site/cleaners) to check rooms on lock-up. |  |
| Set air-conditioning to 18 degrees, 21 degrees for server rooms. | 18 degrees is an appropriate classroom temperature in most cases. |  |
| Ensure projectors are turned off each evening and when not in use | Remind staff. Ask end of day staff (site/cleaners) to check rooms on lock-up. |  |
| Is a shutdown command in place for computers to power down at a set time? | Discuss with IT lead. |  |
| Ensure windows are used appropriately, balancing ventilation and heat loss. | Remind staff. Use co2 monitors to support ventilation requirements. |  |
| Remove excess fridges from operation | Fridges run 24/7. Designate central areas for staff use. Does each department need its own fridge? |  |
| Remove excess freestanding heaters | Do you need oil filled heaters? Is the room temperature suitable?  It may be more economical to install an additional radiator than run multiple 2kw heaters. Exposed element heaters should not be used. |  |
| Ensure hot water boilers (staff room areas) are turned off during weekends and overnight where appropriate. | Is the quantity sufficient, can this be reduced? |  |
| Complete operational check of all plant rooms | Are boilers, calorifiers, pumps etc. all running as per the time clock/demand controls? |  |
| Adjust boiler time schedule | Ensure boilers are only on as required. Remember the ‘start’ time is the time that the academy will be to temperature, not when the boiler will fire up. Can you adjust the start time to later e.g., 8am or later without a loss in comfort? Likewise, utilise the building/radiator heat and reduce shut down time where appropriate. |  |
| Adjust boiler set points | Ensure temperatures are correct within boiler settings e.g., 18-20 degrees to allow tolerance. |  |
| Adjust frost stat set point | Ideally set to 5º |  |
| Ensure boiler set point sensors are in suitable locations | E.g., not adjacent external doors or in known cold locations. |  |
| Ensure hot water boilers/calorifiers are operating correctly | Check time clocks and operating temperatures (60º). |  |
| Check all classroom thermostats are set to appropriate levels | 18 degrees is a suitable classroom temperature in most instances, supported by NASUWT and NEU. |  |
| Close blinds overnight and where possible to reduce heat loss | Remind staff. Ask end of day staff (site/cleaners) to check rooms on lock-up. |  |
| Ensure heating is turned off to unoccupied areas | Where appropriate and not linked to in-use areas. |  |

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| Academy: |  |
| Checklist Completed By: |  |
| Date: |  |