

LIGHTING

Do your schools use energy efficient lighting? For example, T8 or T5 low wattage in lieu of T-12 fluorescent lamps?

Have all emergency exit signs and emergency guide-light signs been replaced with high efficiency and/or LED signs?

Have the schools replaced incandescent or “regular” light bulbs with compact fluorescent light bulbs?

Are occupancy sensors, timers or multi-stage switching used to control the lights?

Are lighting levels in the halls reduced when possible?

Is natural lighting (Daylight harvesting) used as much as possible?

How old are the gym lights? Have they been replaced with lighting that is more efficient?

Do the schools manage the use of the gym lights? For example, not turning them on during demand peaks and only when children are present and daylight harvesting is not possible.

Do you make sure there are NO outside lights still on during the daytime?

Are exterior parking lot lights managed and only used during night events?

Are auditorium house and theatrical lights managed and only used during appropriate events? Are fluorescent “work lights” being used for set construction and practices?

POLICY

Classrooms should NOT be kept warmer than 70 degrees in the winter

Classrooms should NOT be kept cooler than 75 degrees in the summer

Classroom temperatures must be managed by the building automated control system and not by occupants.

Do schools go into an unoccupied mode at night? What time do the buildings go into unoccupied mode? (Is it possible to “tweak” set point times and building schedules for additional savings?)

Are gym temperatures managed? Are renting organizations charged for additional expense to condition the space for night or weekend use in accordance with 14 Del. C. § 1056?

Do the classroom unit fans run 24 hours a day? Unit fans should be turned off when classroom is not occupied.

Do the exhaust fans run 24 hours a day? Exhaust fans should be turned off when the building is unoccupied.

Do the outside air dampers close when the building is in unoccupied mode?

Has it been more than 5 years since the fresh air system was checked?

Are unoccupied spaces heated or cooled during the school day?

How many vending machines are in the school? Does the school have several machines vending the same products in close proximity to one another? Who receives the proceeds from the vending machines? Is there an electrical cost

allocation charged to the groups receiving the proceeds from the machines? Are the vending machines connected to and through Vend-Misers?

Do you air-condition empty classrooms in the summer time?

Does the hot water heater run 24 hours a day – it should be on a timer? What is the hot water temp setting?

Are there personal appliances such as refrigerators, coffee pots, fish tanks, fans, lamps, foot warmers and/or microwaves in the classrooms and/or offices?

What level of scrutiny do your utility bills receive? Do you trend your buildings' consumption through Energy Star or another such Benchmarking system?

Do you run the AC in unoccupied libraries or auditoriums in the summer?

Do instructors open the windows in winter time when the heat is on? This indicates the building is too hot in this area.

MAINT.

Are the boilers cleaned annually?

Do you manage the water chemistry to optimize the temperature exchange capacity for systems using hot and/or chilled water?

Do you maintain a boiler activity log, recording regular blow-downs, various temp & pressure readings as well as make-up water meter readings?

Are the boiler burners tuned regularly – at least annually?

Is the A/C equipment (coils at least) cleaned annually – prior to the cooling season?

Are the air filters changed regularly – at least every 6 months?

Has it been longer than two years since checking the exterior-door seals?

Does the school have un-insulated pipes anywhere?

Are there dripping pipes or faucets in the school?

Does the building have “hot spots” in the winter or “cold spots” in the summer? The system should be adjusted to eliminate them.

Does the building feel drafty when the wind is blowing outside?

Are the coils on kitchen refrigeration equipment cleaned regularly – at least annually?

CONTROLS

Do you benchmark with ENERGY STAR or other software?

Do you follow EPA Tools for Schools guidelines for fresh air & temperatures?

Does the district have and follow an Energy Policy?

Do you use in-house staff to control space temperatures? Is the energy efficiency of the building a criteria of personnel performance and evaluations?

Are you familiar with the peak demand aspect of the electrical bill and do you try to control or minimize the peak demand usage?

Do you have a Building Automation System (BAS)?

Has the BAS been accurately programmed for building start occupied and building end occupied times? Is the school calendar programmed in the BAS to avoid the building going into occupied mode during unoccupied release or in-service days?

Have the BAS optimum start system been enabled?

Can the BAS operator shut the system off on holidays, emergency closings?

Has the BAS been calibrated in the past two years?

Can your BAS system utilize an economizer cycle?

Are the kitchen exhaust hoods controlled by the BAS?

Does the BAS control all pumps, fans, oil feed pumps, etc?

In dual temp heating applications is the water reset temperature controlled?

Is the boiler-on set-point based on outdoor air temperature?

Is the chiller-on set-point based on outdoor air temperature?

Are the boiler/pumps off at night if the outdoor air temp is above 40 degrees?

Is the boiler room make up air controlled?

Are un-needed chiller compressors locked out? Are the chiller compressors sequentially operated?

Are the exhaust fans inspected every six months?

Have all of the rooftop fans and penetrations been identified for proper use?

STAFF

Does the staff practice turning off lights when not in use?

Does the staff turn off all computers at night/weekends or when not in use or do the computers/monitors go into an automatic power saver mode?

Has the facility had an energy review walk thru?

Does Kitchen staff turn off the kitchen exhaust hoods when not cooking?

Does staff turn off laminating, VCR, or TV equipment when not in use?

Have staff and students been trained to conserve energy?

Do copiers automatically go into power-saver or sleep mode when not in use?

Does staff utilize natural lighting from windows and skylights when possible?
