



HEATING

QUESTION	YES/NO	COMMENTS / ACTION PLANNED	BY WHOM
Has an energy lead been appointed?			
Is the school's online half-hourly usage data used to identify faults in equipment and peak losses?			
Is heating timed to be on only when your building/s are in use?			
Are radiators zoned and/or independent of each other?			
Are radiators clear of furniture?			
Are thermostats placed away from radiators / windows / direct sunlight?			
Is there a clear policy on what the temperature should be in different school environments?			
Do individuals use portable heaters / coolers?			
Is a member of staff nominated to singularly control temperature settings?			
Are temperatures checked daily by classroom monitors?			
Are windows closed as standard and at the end of the day?			
Are superfluous windows sealed closed?			
Do door closers work properly?			
Is your roof insulated?			
Is you boiler serviced and optimised?			

ENERGY & HEATING CHECKLIST



Are your hot water tanks and pipes insulated?			
Is cleaning fan convectors part of the standard cleaning rota?			
Is heat from the kitchen recovered?			
Have you considered varying uniform requirements seasonally to avoid demands on heating (and air conditioning)?			
Are there point-of-use heaters for hot water in school holidays?			
If not, is the boiler turned off after use in the holidays to let the system cool?			

ENERGY

QUESTION	YES/NO	COMMENTS / ACTION PLANNED	BY WHOM
Is understanding energy usage incorporated into the curriculum and non-curricular learning?			
Has the level of lighting needed for each room been measured?			
Are light switches labelled 'often', 'rarely' and 'never' and/or with a traffic light system?			
Is the lighting in each classroom checked daily or more regularly by a pupil monitor?			
Are external lights and movement sensors switched off during the school day?			
Are windows and skylights clean and free of posters etc?			
Are whiteboards and classroom electrical devices switched off at the end of the school day?			

ENERGY & HEATING CHECKLIST



Is this enforced by pupil monitoring?			
Are non-essential electrical devices (e.g. photocopiers) switched off at the end of the day and/or on timer switches?			
Are plugs labelled with “turn off if not being used”, “turn off at end of day” & “Keep on”			
Are internal and external power-downs used on ICT and equipment?			
Is energy use regularly monitored by an energy group?			
Is usage information shared with the rest of the school?			
Is usage information analysed within curriculum topics?			
Are low-energy lightbulbs / fluorescent tubes in place?			
Are dishwashers, cookers, and urns only switched on when in use?			
Are all fridges and freezers switched off during school holidays?			
Are school lunches cold at least once a week during Summer Term?			

ENERGY & HEATING CHECKLIST



MONITORING

Question	Yes/no	Comments / action planned	By Whom
Is there an energy group in place?			
Does it include (at least) pupils, site staff, and teaching staff / SLT?			
Does it report to SLT and governors?			
Does it have a noticeboard to publicise findings and campaigns?			
Is this checklist reviewed at least once a term by the energy group?			
Are long-term issues (building design / boilers) incorporated into forward planning?			
Are energy saving campaigns (switch-off week, Earth Day) part of the school calendar?			