

School Building Survey

General Information

- 1 When was the school built?
- 2 What changes have been made since the school was built? When were they made?
- 3 What other things use energy on the school grounds? Lighted fields? Outdoor lighting?
- 4 What fuels are used in the school? For heating, cooling, water heating, lighting, other?
- 5 How much does the school pay each year for energy? How much for electricity? How much for heat?
- 6 Are there other energy costs that the school pays for, like buses?
- 7 How many hours is the school in use each week?
- 8 Do other groups that use the school pay for the energy they use?
- 9 Who is in charge of controlling energy use in the school?
- 10 Who is in charge of maintaining the equipment?

Building Envelope

- 1 What is the building made of? Is it in good condition?
- 2 In which direction does the building face?
- 3 How many windows are on each side of the building? Are any windows cracked or broken?
- 4 Are the windows single or double-paned? Can they be opened? Do the windows have adjustable blinds?
- 5 How many outside doors are there? Are they insulated? Are there windows in the doors? Are any cracked or broken?
- 6 Does the building have insulation in the walls and ceiling?
- 7 Are inside stairwells open or enclosed?
- 8 Do windows and doors seal tightly, or do they leak air?
- 9 Are there overhangs over the windows to shade windows from the sun in warm weather, and allow the slanted rays of the sun in winter to enter?
- 10 Are trees placed around the building to provide shade in warm months?

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Heating/Cooling Systems

- 1 What kind of heating system is used in the school? What fuel does it use?
- 2 How old is the heating system?
- 3 Does the heating system have a programmable thermostat to control temperature? What are the settings?
- 4 What kind of cooling system is used in the school?
- 5 How old is the cooling system?
- 6 Does the cooling system have a programmable thermostat to control temperature? What are the settings?
- 7 Is there an air exchange system to provide fresh air when the heating and cooling systems are not operating?
- 8 Are the pipes and ducts sealed and insulated?

Lighting

- 1 What kind of lighting is used in the school? Outside the school? Exit lights?
- 2 Can the lights be controlled with dimmer switches? In which areas or rooms?
- 3 Does the school make use of skylights and natural lighting?
- 4 Are there timers for the outside lights so they go off automatically?

Water Heating

- 1 What fuel is used to heat water in the school?
- 2 Is there more than one water heater? How many?
- 3 How old are they?
- 4 Do the water heaters have timers?
- 5 At what temperatures are the water heaters set?
- 6 Are the water heaters and water pipes insulated?
- 7 Are there leaks in the hot water system?