

School Building Survey

General Information

- 1 When was the school built?
- 2 What additions have been made? When were they made?
- 3 What renovations have been made? When were they made?
- 4 What other facilities use energy on school grounds? Lighted athletic fields? Snack bars? Press box? Storage sheds? Outdoor lighting?
- 5 What kind of fuels are used to provide energy to the school? For heating, cooling, water heating, lighting, other?
- 6 What are the total annual energy costs for the school? For electricity? Heating? Water heating? Air conditioning?
- 7 Are there other energy costs that the school pays for? Transportation?
- 8 How many hours is the school in use on weekdays? On weekends? In the summer? On holidays?
- 9 Do other organizations that use the school reimburse the school for energy use?
- 10 Who is in charge of controlling energy usage in the school? Do others have access to any of the controls? Is there a system in place for regulating and monitoring controls?
- 11 Who is in charge of maintaining energy-using equipment? Is there a maintenance schedule for all energy-using systems?

Building Envelope

- 1 What is the building(s) made of? In what condition is it?
- 2 What is the roofing material? What is the condition of the roof? Are there any leaks in the building when it rains?
- 3 Is the building designed to make use of passive solar heat and light?
- 4 In which direction does the building face?
- 5 How many windows are on each side of the building? Are any windows cracked or broken?
- 6 What percentage of outside wall space do the windows encompass?
- 7 How many outside doors are there? Are the outside doors insulated? Are there windows in the doors? Are they double glazed? Are any cracked or broken?
- 8 Is the building(s) well insulated? Walls? Ceilings?
- 9 Are interior stairwells open or enclosed?
- 10 Do windows and doors seal tightly, or do they leak air?
- 11 Are windows single or double-glazed? Can they be opened? Do the windows have adjustable blinds?
- 12 Are there awnings or overhangs over windows to shade windows from the overhead direct sun in warm weather, yet allow the slanted rays in winter to enter?
- 13 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 When was the heating system installed?
- 3 What is the AFUE (Annual Fuel Utilization Efficiency) of the system?
- 4 Does the heating system have a programmable thermostat to control temperature? What are the settings?
- 5 What kind of cooling system is used in the school?
- 6 When was the cooling system installed?
- 7 What is the SEER (Seasonal Energy Efficiency Rating) of the cooling system?
- 8 Does the cooling system have a programmable thermostat to control temperature? What are the settings?
- 9 Is there an air exchange system when neither the heating nor the cooling system is operating?
- 10 Are the heating and cooling systems maintained on a regular basis?
- 11 Are boilers, ducts, and pipes insulated?
- 12 Does your school make use of passive solar heating?

Lighting

- 1 What kinds of lighting are used in the school? Outside the school?
- 2 Are lights and fixtures kept clean?
- 3 Can lights be controlled with dimmer switches? In which areas or rooms?
- 4 Does the school make use of skylights and natural lighting?
- 5 Are there automatic timers for any of the lights?

Water Heating

- 1 What fuel is used to heat water in the school?
- 2 Is there more than one water heater? How many?
- 3 When were they installed?
- 4 What is/are the EER (Energy Efficiency Rating) of the heaters?
- 5 Do the water heaters have timers? What are the settings for each heater?
- 6 At what temperatures are the water heaters set?
- 7 Are the water heaters and water pipes insulated?
- 8 Are flow restricters used?
- 9 Are there leaks in the hot water system?