## 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?**
School Building Survey

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?