

Name: _____



HEATING AND COOLING AUDIT

1. Where are the unoccupied spaces in the school? (Unused classrooms, closets, etc) Locate them on a school map. _____

a) Are there registers in the spaces? How many?

b) Are there any detectable air leaks? Where and how many?

2. Where are the thermostats located in the school? _____

a) What types of thermostats are in use? _____

b) Are thermostats programmable? _____

3. Are the thermostats locked? _____

a) What settings are available on the thermostats? _____

b) Who controls them? _____

4. What is the thermostat setting in warm weather? _____

a) When is the thermostat turned up for the night? _____

Name: _____

b) When is the thermostats turned up for the weekend? _____

c) How much is the temperature changed at night? _____

d) How much is the temperature changed on the weekend? _____

5. What is the thermostat setting during cool weather? _____

a) When is the thermostat turned down for the night? _____

b) When is the thermostats turned down for the weekend? _____

c) How much is the temperature changed at night? _____

d) How much is the temperature changed on the weekend? _____

6. How many hours a week is system used? _____

a) How many hours in hot weather? _____

b) How many hours in cool weather? _____

7. Is the system turned up or off during cleaning hours? _____

a) By approximately how much? _____

Name: _____



8. When is the system turned on/off in relation to daily use? _____

a) When is the system turned on before school? _____

b) When is the system turned off after school? _____

QUESTIONNAIRE FOR FACULTY, STAFF AND STUDENT BODY

This questionnaire will involve other members of school community making them aware of your quest to decrease energy use. It will also provide you with data to be later analyzed and discussed.

1. Which areas in the school are too cold? _____

2. Which areas in the school are very drafty? _____

3. Which areas in the school are too warm? _____

Compile the answers from the questionnaire and add your findings to a map of the school.

SPECIFIC CLASSROOM AUDIT FOR ROOM # _____

The next set of questions relating to windows and ceiling fans should be investigated and answered on a classroom by classroom basis. If you wish add questions of your own.

1. Can sunlight come directly through windows? _____

2. Is there a way to control the sunlight coming through the windows? _____

a) Are there shades or other devises that could control the sunlight? _____

3. How many windows are there in the room? _____

Name: _____



a) Are the windows double paned or single paned? _____

b) Can it be controlled? _____

4. Is there any shading outside the windows from vegetation (such as a deciduous tree) or man-made structures (such as an awning)? _____

5. Are the windows tinted? _____

6. Describe the windows. _____

a) Can they be opened safely? _____

b) Are the windows accessible? _____

c) Do they lead to the outside or into a hallway? _____

d) Are there screens? _____

7. Is there evidence of air leakage around window frames? (Note: This can be tested on a windy day but simply holding your hand up along the edges of the window. On cold days, you may be able to feel the air leaking in even when it is not windy.) _____

Name: _____



8. How many ceiling fans are in the room? _____

a) What is the diameter of the fans? _____

b) How are the fans controlled? _____

CLASSROOM TO CLASSROOM QUESTIONNAIRE

1. Can sunlight come directly through windows? _____

2. Is there a way to control the sunlight coming through the windows? _____

a) Are there shades or other devices that could control the sunlight? _____

3. Describe the type of windows. Are the windows double paned or single paned? _____

a) Can it be controlled? _____

4. Is there any shading outside the windows from vegetation (such as a deciduous tree) or man-made structures (such as an awning)? _____

5. Are the windows tinted? _____

6. Describe the windows. _____

a) Can they be opened safely? _____



Name: _____

b) Are the windows accessible? _____

c) Do they lead to the outside or into a hallway? _____

d) Are their screens? _____

7. Is there evidence of air leakage around window frames? _____

*This can be tested on a windy day but simply holding your hand up along the edges of the window. On cold days, you may be able to feel the air leaking in even when it is not windy.

8. How many ceiling fans are in the room? _____

A) What is the diameter of the fans? _____

B) How are the fans controlled? _____
