

Supported by



Carbon Academy Energy Audit Checklist

Energy saving opportunities for students' unions

November 2007

Offices	Bars / nightclub	Washrooms	Kitchen	Shops	Gym
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Equipment

1	Are the following switched off when the building is closed? Games machines; photo machines; vending machines; laser printers, water coolers; tea urns.	1	1			1	1
2	Are more than half of all PC monitors old style CRT monitors rather than modern efficient LCD monitors?	1					
3	Is there more than one laser printer per five members of staff?	1					
4	Do any staff have kettles and fridges in their offices for their own use ?	1					
5	Is the voltage over 244 Volts in any Part of the building? (Use an energy tracker to find out).	1	1	1	1	1	1

Fridges

6	Are ice machines located near to glass washers / cooking equipment? Are they in well-ventilated areas?		1				
7	Are any bars regularly not used for 48h or more? If so, are the bottle fridges switched off ? If not why not? Are the plugs all on one circuit?		1				
8	If bar areas have solid shutters, is there adequate ventilation to remove the heat from the bottle fridges?		1				
9	Are most bottle fridges set to temperature setting 2 ?		1				
10	Are the blinds on the dairy deck fridges closed overnight?					1	
11	Are there any freezers with more than 2cm of ice build up in them?		1			1	
12	Do any of the fridges have dirty or dusty radiators ?		1		1	1	

Heating, cooling and ventilation

13	If the main ventilation equipment is being switched off by timers , when was it last checked to make sure it is working? Is it set to 'timed' on the control panel, or has it been set to 'manual override'?		1		1	1	1
14	Is bar ventilation / venue air conditioning switched off as soon as possible after areas close?		1			1	1
15	Is kitchen ventilation switched off overnight?				1		

16	Is any ventilation controlled by the University ? If so, do hours reflect current usage? When was it last reviewed?	1	1	1	1	1	1
17	Are the bar areas still using and smoke filtration equipment / air curtains designed to divide smoking and non smoking areas? These should now be switched off given the smoking ban.		1				
18	For any areas with air conditioning, what are the set point temperatures on the control panels? Ideally they will set to 24 deg C. They should not be less than 20 deg C.	1	1			1	1
19	If air conditioning is being used, are all windows and doors closed and radiators turned off?	1	1			1	1
20	If any portable air conditioning is being used, has the union attempted to reduce solar gains by applying solar glare film to windows / moving put hot equipment such as photocopiers and laser printers out of the area / replaced all CRT monitors with LCD monitors?	1					
21	If any portable electric heaters are being used, has the union eradicated any draughts / installed insulation over false ceilings? Are current central heating radiators working and unobstructed?	1	1			1	
22	Are any extraction fan grills grimy to the extent they will be working inefficiently?	1	1	1	1	1	1
23	Is the swimming pool covered every night?						1

Lighting

24	Are there any old standard tungsten filament bulbs (typically 60W or 100W) in use? Especially look over pool tables / in up-lighters / in desk lamps.	1	1	1	1	1	1
25	Are there any Halogen GU10 spotlights (25W or 50W) in bars / washrooms / corridors? Is so, how many in each area?	1	1	1	1	1	1
26	What time do the cleaners clean each area? Does the union leave lights on for the cleaners? Do the cleaners leave the lights on after they have finished?	1	1	1	1	1	1
27	Are the lights in the main washrooms on motion sensors ?			1			
28	Are there any lights on where there is adequate natural lighting? Especially examine atriums, any corridors with lots of windows and outside lighting. Could these areas be regulated by a light sensor ?	1	1				
29	Are any areas over-lit ? Look at corridors and meeting rooms. Could every other bulb be removed?	1	1	1			
30	In areas with banks of light switches , are any lights on unnecessarily (e.g. by windows)? Are the banks adequately labelled?	1	1		1	1	

Water

31	Are all urinals regulated by either a motion sensor or a flow restrictor pressure valve?			1			
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Awareness

32	Do staff leave lights on when they go to lunch / meetings?	1	1	1	1	1	1
33	Are there awareness stickers by the light switches in communal areas (kitchens, single occupancy washrooms, etc.)?	1		1			

Generic operations

34	Does the union have a working procedure to ensure bottle fridges, vending machines, heating and ventilation systems, etc. are switched off over Christmas and Easter ?	1	1	1	1	1	1
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