

# Student Footprints

## Carbon Ambassador visit

### Key findings

**Union name:** Example Audit Report on a students' association

**Audit date:**

**Auditors:**

The key energy saving opportunities identified through the audit are outlined below in order of suggested priority. Opportunities that are both free to implement and will save a lot of energy take priority.

	Issue	Location	Action
<b>No cost actions - in order of most energy savings</b>			
01	Lots of night time lighting on unnecessarily during daytimes, including the main ceiling lights, bar lights in windows and LED effect lighting on book shelves.	Bar 1.	1) Train staff to only switch on lights that are needed. 2) Colour-code or label light switches. 3) Establish a lighting plan showing which individual is responsible for lighting in each area with suggested running times for each type of lighting in each venue.
02	Lights were on when there was sufficient daylight.	Atrium in Student Centre.	As above.
03	The main ventilation system is a major energy user.	Atrium in Student Centre.	For summer: If it is on a timer system, review the timer settings to ensure that it reflects operating times and apply the 'just in time' philosophy.
04	Ventilation systems appear to be 24/7.	Bar washrooms; Games room at Student Centre.	If applicable, adjust time settings on Building Management System.
05	All the games machines were on when the venue was empty.	Games area next to Bar 1.	Review venue opening times with a view to reducing the length of time the machines are on for.
06	One of the retail fridges appeared to be set too low.	Shop; Bottle fridges in bars.	Check all settings. Ideally 2-4 deg C for perishables, 6-8 for non perishables that are cooled to taste.
07	An illuminated poster display board was on but had no poster in it.	Entrance to Student Centre.	Switch off any that are not in use.

08	A retail freezer was heavily iced up.	Shop.	De-ice and add to maintenance plan.
09	Soup kettles were sited next to a fridge.		Try to keep fridges away from heat sources.
10	Fridge grills very dirty.	Shop.	Clean and add to maintenance plan.
11	Extraction fan grills grimy reducing effectiveness.	Throughout, especially washrooms.	Clean and add to maintenance plan.
<b>Cost actions - in order of shortest payback period</b>			
12	8 x 80W inefficient tungsten filament lamp spotlights	Bar in Student Centre	Replace with compact fluorescent bulbs.
13	Numerous 50W inefficient halogen bulbs.	Washrooms.	1) The cheapest option is to replace with 25W low voltage halogen bulbs as you will not have to replace the fittings. This would halve the energy bill for the washrooms. 2) The ideal solution is to replace the fittings and bulbs with compact fluorescent 11W GU10 fittings on mains voltage throughout, but this will require the transformers removing and new fittings fitted.
14	Numerous 50W inefficient halogen bulbs.	Bar 2.	As above. NB You will need to specify dimmable 11W replacements. Alternatively, consider replacing with 3W LED bulbs (available as low voltage). Replacing all might make areas too dark but could replace some with LEDs.
15	Possibility that passport photo machine, illuminated poster display boards and some games machines left on 24/7.	Throughout.	1) Work with staff to ensure switched off overnight; 2) Fit seven-day digital timer plugs (e.g. Timeguard ETU17).
16	Emergency lighting is on 24/7.	Bar 1 area.	Investigate if they can be put on standby (red LED showing) so that they only come on when the fire alarm is activated.
17	Glass side-screen on fridge missing meaning night blind ineffective.	Shop.	Replace side-screen.
18	Some CRT monitors still in use in offices.	Offices.	Replace with efficient LCD monitors.
19	Voltage was recorded at 245.5v in games area next to bar.	Games area	Discuss voltage reduction with the institution.