

Pillar 2: Conduct a Water & Energy Walkthrough Survey (required)

Next, the Green Team conducts the **Water and Energy Walkthrough** of the school using the checklist provided on pages 23–26. We encourage schools to conduct a second survey mid-year to monitor progress.

Points:

10

Submit a photocopy or scanned file of the checklist to the program manager.

The team identifies areas in which water and energy is being used and where it is being wasted or poorly used. The checklist will allow Green Team members to keep record of the information gathered during the walkthrough. It will also be useful to guide a discussion and devise a plan for Pillar 4 which involves taking action.



Tips to complete a successful walkthrough:

- Students invite facilities staff, teachers and administrators to join them on the walk.
- Make sure to have a facilities staff member participate since they are familiar with the school's electrical and water systems as well as daily procedures and maintenance.
- Identify areas where electricity and water are being used in and around the school building and if there are opportunities for saving.
- Get the facilities staff to help with ideas for the energy and water action plan.
- Use the **Water and Energy Walkthrough Checklist** and **Action Plan Worksheet** to develop a savings plan.

Step 1

Set a date for the Water & Energy Walk-Through Survey

Step 2

Conduct the Water & Energy Walk-Through Survey

Step 3

Create water & energy savings plan

WATER AND ENERGY WALK-THROUGH CHECKLIST

School: Date: / /

Participants:



Classrooms

Water and Energy Usage	Yes/No	If NO, what is the plan to save water and energy
Lights off in unoccupied classrooms		
Water faucet turned off (no drip) in classrooms		
Lights off in wash rooms (if switch exists)		
Water faucet turned off (no drip) in wash rooms		
No leak detected in toilets/urinals/showers		
Signs are posted in the toilet to prevent students from using it as a trash can		
Natural lighting used instead of overhead lights (if possible) or light levels are appropriate		
Lamps are efficient T8 bulbs, not T12 bulbs		
Electronic ballasts are high efficient electronic, not magnetic (check with custodian)		
All other/task lights have CFLs or LEDs		
Windows and doors to outside are closed when AC is operating		
AC turned down (or off) overnight		
No air leaks around doors or windows		
Batteries, rechargeable devices and appliances are unplugged when fully charged or on a power strip for easy shut off		

Other Suggestions:

Computer Room / Lab

Water and Energy Usage	Yes/No	If NO, what is the plan to save water and energy
Water faucets are turned off (no drip)		
No leak detected in toilets/urinals/showers		
Computers and printers turned off when not in use (end of day, weekends, holidays)		
Lights off in unoccupied rooms		
Power save settings activated on computers		
All other/task lights have CFLs or LEDs		
Computers sleep or hibernate vs. using screen savers		
Copy machines turned off at the end of the day		
TV off when not in use		
Batteries, rechargeable devices and appliances are unplugged when fully charged or on a power strip for easy shut off		
Windows and doors are closed when AC is on		
AC turned down (or off) overnight		

Other Suggestions:

Hallways / Building Envelop / Custodian Room

Water and Energy Usage	Yes/No	If NO, what is the plan to save water and energy
Water faucets are turned off (no drip) in hallway bathrooms		
No leak detected in toilets/urinals/showers		
Energy Management System used in school		
AC turned down (or off) overnight		
Lights in hallway are de-lamped (if appropriate)		
Routine water fountains maintenance		
Exterior lights are off during the day and only on when it is dark out (if needed)		
Exit-sign lights are LEDs		

Windows and doors to outside are closed when AC is operating / no air leaks		
Check that facilities staff avoid using hoses and pressure washers to clean sidewalks and paved areas		
Other Suggestions:		

Staff Office / Teacher Prep Room

Water and Energy Usage	Yes/No	If NO, what is the plan to save water and energy
Water faucets are turned off (no drip) in dining area		
No leak detected in toilets/urinals/showers		
Vending machines have vending misers and/or are Energy Star certified		
Refrigerators are set to normal temp: 36-40° F and doors closed securely		
Limit duplicates of appliances in staff office (mini-fridges, coffee pots, microwaves, etc.)		
Limit number of appliances plugged in the same outlet		
Batteries, rechargeable devices and appliances are unplugged when fully charged or on a power strip for easy shut off		
Windows and doors to outside are closed when AC is operating / no air leaks		
AC turned down (or off) overnight		
Lights off at the end of the day		

Other Suggestions:

Cafeteria

Water and Energy Usage	Yes/No	If NO, what is the plan to save water and energy
Water faucets are turned off (no drip) in cafeteria when not in use		
No leak detected in toilets/urinals/showers		
Refrigerators are set to normal temp: 36-40° F		
Freezers set to normal temp: 0-8° F		

Refrigerator and freezer doors closed tightly		
Cooking equipment off when not in use		
Appliances are off or unplugged when not in use		
Lights off at the end of the day		
Windows and doors to outside are closed when AC is operating / no air leaks		
AC turned down (or off) after lunch or overnight		
Other Suggestions:		

Garden / Playing Field / Playground Area

Water and Energy Usage	Yes/No	If NO, what is the plan to save water and energy
Rain water is collected in rain barrels for irrigation (preferred method)		
Sprinkler timer used and scheduled under Miami Dade County regulations		
Rain/moisture sensor used on irrigation equipment		
Check that the sprinkler system is watering plants and not spraying water onto paved areas		
Exterior lights are off during the day		

Other Suggestions:

Other Areas (Locker Room, Pool, Gym, Media Center, etc.)

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