**Energy Audit Checklist for Schools**

Use this checklist to identify energy waste and opportunities for savings across your school.

**Building Systems**

* ☐ Inspect HVAC systems for leaks, outdated controls or poor airflow
* ☐ Review heating/cooling schedules against actual occupancy
* ☐ Check if HVAC units are ENERGY STAR certified or nearing end of life
* ☐ Evaluate opportunity to upgrade to geothermal or high-efficiency systems

**Lighting**

* ☐ Identify rooms still using incandescent or CFL bulbs
* ☐ Audit exterior and hallway lighting for unnecessary usage
* ☐ Verify lighting controls (timers, sensors, dimmers) are working
* ☐ Estimate savings from switching to LED systems (up to 75% energy savings)

**Building Envelope**

* ☐ Look for drafty windows, doors or poor insulation
* ☐ Assess roof conditions and heat loss zones
* ☐ Ensure doors and windows seal properly

**Utility Use & Monitoring**

* ☐ Review 12–24 months of utility bills to detect patterns or spikes
* ☐ Compare use across buildings (benchmark per square foot)
* ☐ Consider installing smart meters or energy dashboards

**Staff & Student Practices**

* ☐ Survey teachers and staff on energy usage habits
* ☐ Educate staff and students on energy-saving behaviors
* ☐ Create “Turn Off When Not in Use” signage for electronics and lights

**Procurement & Partnership**

* ☐ Check if you're enrolled in utility rebate or E‑Rate discount programs
* ☐ Look into procurement bundling for energy contracts across schools
* ☐ Explore local energy audits offered free or at a discount