

Energy & Water Management Good Practice Guide

1. Switch it off!



Turn off lighting in unoccupied rooms and encourage people to turn off computers and appliances rather than leave them on standby.

2.

Take 'actual' meter readings on the first working day of each month to monitor usage and spot any anomalies for further investigation.

3.

Complete a facility walk through to minimise waste and identify necessary repairs and potential efficiencies.

4.

Establish an Academy **Eco Group** to raise awareness and drive efficiency improvement projects.

5.

Don't have windows and external doors open whilst either the heating or air conditioning is on.

6.

To spot leaks quickly, take a water meter reading last thing at night and first thing in the morning – any consumption indicates a leak or leaks.

7.

Check sanitaryware is in good condition. Look for leaking toilets, faulty flush mechanisms & dripping taps. A faulty urinal could be flushing continually, wasting huge amounts of water.

8.



Remember that increasing heating by 1° can increase heating bills by as much as 10%. Don't set heating too high and set timers and schedules so that it's off when it's not needed.

9.



Regularly inspect kitchen equipment and heating systems for leaks to prevent these increasing costs.

10.

Create a school holiday shut down procedure (including Bank Holidays) to avoid unnecessary costs being incurred.

11.

Remember to ensure that timers for external lights are set appropriately when clocks change and are not on during the day time.

12.



Check heating, hot water & lighting timers after set correctly following any power outage.

13.



Where possible use water saving devices; fit half-flush toilet cisterns and install self-closing taps.

14.

Limit the use of portable electric heaters.

15.



Upgrade lighting to LED's and check whether you can work in natural light before switching the lights on.

16.

Use draught strips on windows and doors and insulate hot water piping. Drain external taps before cold weather.

17.

Create a 5° buffer in the settings for heating and cooling to make sure that systems aren't running at the same time.

18.

Place thermostats in the most used rooms and areas, but not in corridors.

19.



Make staff & pupils aware of the energy & water that they are using to help change habits and encourage shared ownership.

20.

Remove obstructions from windows and radiators to make best use of daylight and make sure heating systems are operating efficiently.