



Energy, Water and Waste Audit Worksheet

Copy this worksheet to accommodate entries for all rooms in your school.

ALL schools: please complete this audit on any **one** day between March 1 and March 5, 2004

Submit both your Summary Audit and Participation Report online at www.earthcarecanada.com/audit/ by **March 10, 2004.**

Notes: Complete audit when classes are not in session and students or community users are not using the building

Secondary schools should begin audit 30 minutes after the close of classes at the end of the school day.

Elementary schools should begin audit 30 minutes after the close of the school day **or** complete it during lunch.

Site Name:	Team Reporter:		
Total # work pages:	Date:	Time:	am/pm

Please read notes attached and consult your Chief Custodian if you have questions about the school.

Note	Room #								Totals	
1	Room Use* (see below)								Y	N
2	Garbage in Recycling	Yes / No	Yes / No	Yes / No	Yes / No	Yes / No	Yes / No	Yes / No		
2	Recycling in Garbage	Yes / No	Yes / No	Yes / No	Yes / No	Yes / No	Yes / No	Yes / No		
2	Recycling boxes in Room	Yes / No	Yes / No	Yes / No	Yes / No	Yes / No	Yes / No	Yes / No		
2, 3	All Vents are Clear	Yes / No	Yes / No	Yes / No	Yes / No	Yes / No	Yes / No	Yes / No		
2, 4	Thermostat Set for Season	Yes / No	Yes / No	Yes / No	Yes / No	Yes / No	Yes / No	Yes / No		
5	Total # of Lights in Room									
5	# of Lights on when NOT needed									
6	Total # of Computers in Room									
6	# of Computers on when NOT in use									
7	Total # of Faucets in Room									
7	# of dripping Water Faucets									
8	Total # of Toilets in Room									
8	# of Toilets "running" or leaking									

Room Use: classroom; science lab; computer lab; gym; library; washroom; office area; special ed. room; art; music; drama; tech r

Notes to assist with the EarthCARE Energy, Water, and Waste Audit

Note # The worksheet accommodates entries for 9 rooms. Please copy as needed to audit ALL rooms in your school.

- 1 Use the Room Uses noted at bottom of worksheet to enter the type of Room Use.
- 2 Circle either Yes or No depending on what you see in the room. Then add your Yes and No answers to complete the last columns on this page.
- 3 Vents: All heating and ventilating vents should be clear of all obstructions such as plants, books, book cases, debris and any other material that would restrict the flow of air.
- 4 Temperature Settings: The average room temperature setting should range between 20 degrees C and 22 degrees C (68F - 72F) for occupied rooms. Unoccupied rooms should have temperature settings between 16 degrees C and 18 degrees C (62F - 65F). Not all thermostats allow for individual settings. DO NOT penalize yourself if the thermostat cannot be adjusted easily. Look for a reading of 20 to 22 degrees C.
- 5 If no one is in the room, all lights should be OFF.
Only necessary lights should be on when the room is occupied.
- 6 Computers should be OFF if no one is working on them at the time of the audit.
Computers 'OFF' means the computer is shut down, not in sleep mode.
Computers should be completely shut down if they are not going to be used within 10 minutes.
Computers used as 'servers' must be left on and are not included in the count.
- 7 Water Faucets: If there are water faucets in the room, please indicate the total and how many are leaking. Enter your totals for the page at the far right columns.
- 8 Toilets: If there are toilets in the room, please indicate the total and how many are running or leaking. Enter your totals for the page at the far right columns.

Questions? Consult your Chief Custodian, Jim Bilodeau, or rmb@earthcarecanada.com.

Please send all your audit work pages via Board mail to J. Bilodeau, EC Technical Coordinator, at Bronson Shops



SUMMARY DATA SHEET for Energy, Water, & Waste AUDIT

The values you complete in this summary chart will be entered on-line at www.earthcarecanada.com/audit/

Calculate the totals from your work pages and enter the totals on this page before you go on-line to submit results.

Please send all your audit worksheets via Board mail to Jim Bilodeau, EC Technical Coordinator at Bronson Shops. THANKS!

Site Name:		EC Lead Teacher:	
Total # work pages:	EC Data Entry Person:	Date:	Time: am/pm

Total # of Rooms Audited =	
Water Faucets	
Total # of Faucets counted in school	
# of Leaking Faucets	
Toilets	
Total # of Toilets counted in school	
# of Toilets running or leaking	
Outside Lights	
Total # outside lights counted at school	
# outside lights on in daylight	
Computers	
Total # Computers counted at school	
# Computers on when should not be	
Lights	
Total # Lights counted at school	
# Lights on when should not be	

Waste	
Total # Rooms with Garbage in Recycling	
Total # Rooms with Recycling in Garbage	
Total # Rooms with NO Recycling Bins	

Air Quality	
Total # Rooms with Vents Blocked	

Temperature	
Total # Rooms with Thermostat NOT appropriate for season	

Total Site Points:	EarthCARE will calculate
Total Possible Points:	your score. Come back
Site Score:	to the site to see your
<i>Thank You!</i>	EC school score!