

# ENERGY NAVIGATOR WORKSHEET



Classrooms	We're doing it!	We will do it!	Notes & Comments
Are the lights off when not in use?			
Are unnecessary lights turned off?			
Are the curtains open to provide natural light?			
Are the computers off when not in use?			
Are the computer speakers off when not in use?			
Is the computer plugged into a power bar with a timer?			
Are tablets off when not in use?			
Is the Smartboard off when not in use?			
Are other appliances, such as a fan, turned off when not in use?			
Are windows closed when the heat is on?			

Gymnasium	We're doing it!	We will do it!	Notes & Comments
Are the lights off when not in use?			
Are the computers off when not in use?			

Is there anything using electricity that can be turned off when not in use?			
Are windows closed when the heat is on?			

<b>Offices</b>	<b>We're doing it!</b>	<b>We will do it!</b>	<b>Notes &amp; Comments</b>
Are the lights off when not in use?			
Are the computers off when not in use?			
Are electronic devices turned off when not in use?			
Are windows closed when the heat is on?			

<b>Teacher's Room</b>	<b>We're doing it!</b>	<b>We will do it!</b>	<b>Notes &amp; Comments</b>
Are the lights off when not in use?			
Are the computers off when not in use?			
Are electronic devices turned off when not in use?			
Are windows closed when the heat is on?			

<b>Cafeteria</b>	<b>We're doing it!</b>	<b>We will do it!</b>	<b>Notes &amp; Comments</b>
Are the lights off when not in use?			
Are the appliances or vending machines off when not in use?			
Is there anything using electricity that can be turned off when not in use?			

Are windows closed when the heat is on?			
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<b>Common Spaces (a space used by everyone in the school)</b>	<b>We're doing it!</b>	<b>We will do it!</b>	<b>Notes &amp; Comments</b>
Are unnecessary lights turned off?			
Are the appliances or vending machines turned off on evenings and weekends?			

<b>Washrooms</b>	<b>We're doing it!</b>	<b>We will do it!</b>	<b>Notes &amp; Comments</b>
GIRL: Are the lights off when not in use?			
GIRL: Are taps leaking or toilets running?			
BOY: Are the lights off when not in use?			
BOY: Are taps leaking or toilets running?			

<b>Library or Learning Commons</b>	<b>We're doing it!</b>	<b>We will do it!</b>	<b>Notes &amp; Comments</b>
Are the lights off when they are not needed?			
Are the curtains open to provide natural light?			
Are the computers off when not in use?			
Are electronic devices turned off when not in use?			
Are all electronic devices powered down/unplugged on the weekends?			

**Follow Up:**

<b>Waste Identified</b>	<b>Suggested Action</b>
LIGHTS:	Place a cling on the lights as a visual reminder to turn off the lights and only use lights that are needed.
CURTAINS OR BLINDS:	Talk about importance of using natural light during day and keeping heat in/out on weekends. Is there a routine that can be changed that would help save energy by using curtains or blinds?
TAPS & TOILETS:	Talk to the person responsible that there is a leaky tap or running toilet to waste less water.
ELECTRONICS LEFT ON:	Talk to the person responsible about the importance of conserving electricity & phantom power. Is there a routine that can be changed that would help save energy?
WINDOWS OPEN WHILE HEAT ON:	Talk to the building maintenance staff and let them know the heat may not be working properly. Keeping temperatures comfortable saves energy.

