

# ENERGY NAVIGATOR WORKSHEET



Classrooms	We're doing it!	We will do it!	Notes & Comments
Are the lights off when not in use?			
Are lights being used by area?			
Are the curtains open providing natural light?			
Are the computers off when not in use?			
Are the computer speakers off when not in use?			
Is the computer on a power bar with a timer?			
Are tablets off when not in use?			
Is the Smartboard off when not in use?			
Are these other appliances such as a fan, turned on when not in use?			
Is there a window open to let excess heat escape?			

## **Suggested Actions to take:**

LIGHTS: Place a cling on the lights - visual reminder to turn off the lights

CURTAINS: Talk about importance of using natural light during day and keeping heat in/out on weekends

TAPS & TOILETS: Talk to the person responsible that there is a leaky tap or running toilet

ELECTRONICS LEFT ON: Talk to the person responsible, explaining the importance of conserving electricity & phantom power

WINDOWS OPEN HEAT ON: Talk to the maintenance staff and let them know the heat may not be working properly