Don't stick on standby... switch it off

Top Tips for Schools

Raise awareness	**Display posters and stickers.** **Involve the students, i.e. assign responsibilities to them for switching off.**

Heating and Cooling

Good Timing	Adjust time settings to ensure heating matches occupancy patterns.
Do not over heat	As a guideline, 19 - 20^{o}C is the recommended temperature.
Only heat areas that are used	The use of Thermostatic Radiator Valves allows temperatures to be controlled independently of the main thermostat.
Heating and Air Conditioning only have 1 on at a time!	Running heating AND air conditioning is more common than you think and extremely wasteful.
Close windows to keep the heat in.	If staff have control over the heating they are less likely to open windows when it gets too hot.
Close windows to keep the heat out.	If you are using air conditioning keep the windows closed otherwise the cool air will escape and be replaced with hot air.
Do not block radiators	Radiators work best when warm air can flow away from them freely.

Hot Water Systems

Good timing	Can the hours of availability of hot water be reduced?
Cheaper tariff	If electricity is used to heat water, can it be done on the cheap rate tariff at night?
Lagging	Ensure pipes and cylinders adequately insulated.
Point of use hot water versus central hot water	It is often cost effective to replace a central system by providing hot water with individual point of use water heaters.
Independent control	Ensure timing and temperature of hot water can be controlled independently of space heating

Lighting

Switch off unnecessary lights	Do not light unused areas. It is **not** more energy efficient to leave fluorescent tubes on – Switch off when not needed.
Do not block daylight	Ensure windows and skylights are cleaned and curtains opened.
Zone lighting areas	Breaking a large area into smaller lighting circuits means only those areas in use need to be lit. Remember to label the switches to make it easier for staff to use.

Use the most efficient lighting	Compact fluorescent lamps save about 80% of the energy and last longer. See Appropriate Lighting tips for more information.
Automatic lighting controls	Fitting presence detectors in areas such as toilets and storerooms will mean areas are only lit when in use. The use of photocells to control interior lights will automatically turn off lights when there is enough natural light.

Office Equipment

Do not Switch It On	Do not switch on computers, printers and other appliances until you need them.
Switch it off	You can make savings of 75% if you switch off equipment at night and the weekend.
Computers	Turn off the monitor when away from workstation. Activate your PCs Power Saving Device. For most PCs: Right click on the desktop > Properties > Screen Saver > Power Try setting the PC to turn off after an hour of inactivity and your monitor to turn off after 10 minutes. The monitor will reactivate after moving your mouse or pressing any key.
Photocopiers	Put photocopiers in naturally ventilated areas otherwise any air conditioning will have to compensate for heat from the machine.
Fit 7-day timers to switch off	Timers will provide significant energy savings on equipment such as photocopiers, vending machines and water coolers.

Building Fabric

Windows and Doors	Check windows close properly and all draught seals are intact.
Loft insulation	Current roof insulation standards are 10 inches plus.
Cavity Wall Insulation	Unfilled cavity walls are a major source of heat loss and can be easily filled with little disruption.
Windows	If you need to replace windows ensure you fit units with a Uvalue of 2.0 W/mK or lower for the whole unit including the frame. Improved insulation properties can be achieved with low emissivity coatings; argon filled cavities and insulated frames.
Solid wall, sloping ceiling and floor insulation	Should be considered during any refurbishment or decoration work.
Solar Shading	Solar Shading can significantly reduce heat gain. This can result in reduced demand for air conditioning and improved comfort.

General maintenance

Maintenance Systems	Ensure any maintenance system prioritises repairs that have an effect on energy consumption.
Heating and Air Conditioning	Regular servicing of heating and cooling plant can provide savings by maintaining higher operating efficiencies.
More efficient replacement	Upgrade energy efficiency of equipment such as lighting and computing when replacing.

Saving Water

Raise awareness	**Display water saving posters.** **Encourage staff and students to report leaks**
Cut your water costs	Eliminate unnecessary use of treated water and see if there are alternatives e.g. watering plants with rain water. Reduce water use by asking 'Where it is needed?' and 'Is it used as efficiently as possible?' Re-use water e.g. recycled water can be used to flush toilets
Dripping taps	A dripping tap may seem like a small problem but it drips 24 hours and day, 7 days a week and can add up to a vast amount of water. They're even more wasteful if the drip is from a hot tap.
Turn taps off	Rather than relying on staff to turn taps off fit self closing taps
Restrict flow	Many taps give an unnecessarily high flow for uses such as washing hands. Fitting a flow restrictor will reduce this. Waterwise have information on water saving devices
Appropriate temperature	If hot water is very hot it will be wasting energy. This can be avoided by turning down water heater thermostats. Don't set below 60^{o}C to avoid health risks such as legionella.
Sinks	Provide plugs for washing hands, dishes or food.
Washing Dishes	Only run a dishwasher when you have a full load.
Showers	When installing showers, specify low flow, high velocity showers, which use less water than standard power showers.
Toilets	Use a cistern volume reducer. They are inserted into toilet cisterns and save water with every flush (note you should not use these with dual flush systems).
Flush control	For boy's toilets, consider installing a flush control system. Waterwise have information on water saving devices
Leaks	Use metering to check for high base line consumption which may indicate leakage.