SCoRE

Invest to Save Project Identification Questionnaire

September 2011

Introduction

Please take some time to fill out and return this questionnaire as it will help us to identify potential energy saving opportunities within your school. In some cases, the Energy Management Section may be able to assist with funding to help implement some of these opportunities.

The implementation of proven energy efficiency measures will reduce running costs for your school and also reduce its carbon footprint.

The questionnaire is split into six sections, as follows:

1. General Information
2. Heating and Hot Water
3. Lighting
4. Building Fabric
5. ICT
6. Swimming Pools

Each section contains a number of questions which can be answered simply and quickly. There are also some questions which ask for an approximate figure or for additional comments; these can be answered in the box provided. Please estimate answers from your knowledge and by walking around your school building(s): do not worry too much about being precisely accurate.

In some instances, a photograph would help us get a better understanding of what equipment you already have installed. Please attach a digital photograph if you can. This is optional, but would be extremely helpful.

On returning this form, you are welcome to forward any supplementary information (further comments you wish to make, condition information, previous surveys that may have been undertaken, manufacturers' quotes) to assist our analysis. Please mark up the information with the question number it relates to.

When complete, please return to: The Energy Management Section, Waste and Energy Group, Environment and Resources Department, 4th floor, Trent Bridge House, Fox Road, West Bridgford, Nottingham, NG2 6BJ or e-mail energy.en@nottscc.gov.uk.

Mark for the attention of either Tom McHale or Luke Jackson.

1. General Information

School Name:	
Your Name:	
Your Job Title:	
How many days per week is your school open?	
How many weeks per annum is your school open?	
How many hours per week is your school open?	

Please provide details of any 'out of hours' activity:

2. Heating and Hot Water

Potential Opportunity 1: Boiler Replacement

Q1. Are any of your school's boilers over 15 years old?

Yes	No

Q2. If yes, what percentage of your school do these boilers serve?

≤10 %	11 – 25 %	26 - 50 %	51 – 75 %	76 – 100 %

If the exact age of these boilers is known, please state: (It sometimes gives the date of manufacture on a label on the front or side of the boiler).

If you have boilers of varying age, please state the range of ages (e.g. 16 -25 years).

Q3. What fuels do these boilers use?

Gas	Oil	Other (biomass, LPG, etc)

If "other" fuel has been indicated, please state which type of fuel is used:

Q4. Do you experience any problems with these boilers?

Please comment:

Please include a photograph of your old boiler(s).
Photograph included?

Yes	No

Potential Opportunity 2: Heating Controls Upgrade

Q5. Do any parts of your school heating system lack effective automatic controls?

Yes	No
☐	☐

Q6. If yes, what percentage of your school is poorly controlled?

≤10 %	11 – 25 %	26 – 50 %	51 – 75 %	76 – 100 %
☐	☐	☐	☐	☐

Q7. What problems are you experiencing with these controls?

Please comment:

Please include a photograph of your existing heating controls. Photographs included?

Yes	No
☐	☐

Potential Opportunity 3: Pipe and Valve Insulation

Q8. Are there any un-insulated valves or pipes in your plant rooms (as shown)?

Yes	No
☐	☐

Uninsulated heating valves

Insulated heating valve

Please include photographs of your un-insulated valves or pipes. Photograph included?

Yes	No
☐	☐

Potential Opportunity 4: Hot Water Heater Time Controls

Q9. Do you have any electric hot water heaters that are not controlled by time switches?

Yes	No
☐	☐

Examples of electric water heaters

Wall Mounted

Undersink

Q10. If yes, what percentage of your school is served by uncontrolled electric water heaters?

≤10 %	11 – 25 %	26 – 50 %	51 – 75 %	76 – 100 %
☐	☐	☐	☐	☐

Potential Opportunity 5: Electric to Gas Heating Conversion

Q11. Do you heat any areas of your school using electric heaters?

Yes	No
☐	☐

Examples of electric heaters

Q12. If yes, what percentage of your school uses electric heaters for space heating?

≤10 %	11 – 25 %	26 – 50 %	51 – 75 %	76 – 100 %

Potential Opportunity 6: Additional Heating Zone Controls

Q13. Are areas of the school being heated unnecessarily when the school is only partly occupied e.g. evening classes, meetings or late working? This can lead to significant heating waste in schools.

Yes	No

Q14. If yes, how much of the school is affected?

≤10 %	11 – 25 %	26 – 50 %	51 – 75 %	76 – 100 %

Q15. Which areas are being heated unnecessarily and why is this?

Please comment.

Potential Opportunity 7: Installation of Thermostatic Radiator Valves (TRVs)

Q16. Do you have any radiators that have not been fitted with TRVs?

Yes	No

Examples of TRVs

Q17. If yes, what percentage of your school is heated by radiators that do not have TRVs?

≤10 %	11 – 25 %	26 – 50 %	51 – 75 %	76 – 100 %

3. Lighting

Potential Opportunity 8: Upgrade Fluorescent Lighting

Q18. Do you have any fluorescent light fittings that are over 10 years old?

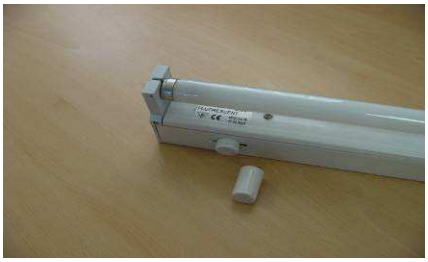
Yes	No
☐	☐

Example of fluorescent light fittings

Q19. Is a starter cylinder (as shown below) visible somewhere on or in the light fittings that are over 10 years old?

Yes	No
☐	☐

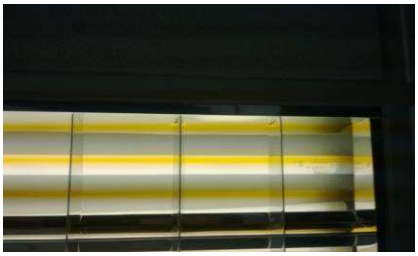
Example of a starter cylinder



Q20. If not, view the light fittings through a mobile phone camera (not a digital camera), held approximately 50mm away from the tube. Be sure to use a step ladder to provide safe access. Do yellow/ brown parallel lines appear to be moving across the phone screen when viewed through the camera?

Yes	No
☐	☐

Yellow/brown lines on a phone camera



N.B. Answering 'yes' to either Q19 or Q20 indicates that your lighting is of the less efficient, 'mains frequency' type.

Q21. What percentage of your school is lit using lighting that is over 10 years old and which also got a "yes" response to either Q19 or Q20?

≤10 %	11 – 25 %	26 – 50 %	51 – 75 %	76 – 100 %

Please photograph areas with this type of lighting. Photographs included?

Yes	No

Potential Opportunity 9: Replace Tungsten and Tungsten Halogen Lighting

Q22. Do you use any tungsten or tungsten halogen lamps?

Yes	No

Example of a tungsten bulb

Example of a tungsten halogen bulb

Q23. If so, what percentage of your school is lit using either of these types of lighting?

≤10 %	11 – 25 %	26 – 50 %	51 – 75 %	76 – 100 %

Please photograph areas with this type of lighting. Photographs included?

Yes	No

Potential Opportunity 10: Automatic Lighting Controls in Communal Areas

Q24. Do you have any intermittently occupied communal areas such as sports halls, changing rooms, toilets and/or canteens that are not equipped with automatic lighting controls?

Yes	No

Example of an automatic lighting controller

Q25. If yes, approximately what percentage of your school comprises intermittently occupied communal areas without automatic lighting controls?

≤10 %	11 – 25 %	26 – 50 %	51 – 75 %	76 – 100 %

Please photograph any of these areas.
Photograph included?

Yes	No

Potential Opportunity 11: External Lighting Control

Q26. External lighting to car parks, entrances, walkways and boundaries should be automatically controlled. Does any of your external lighting operate when not required?

Yes	No

Q27. If yes, approximately what percentage of your external lighting is not adequately controlled?

≤10 %	11 – 25 %	26 – 50 %	51 – 75 %	76 – 100 %

4. Building Fabric

Potential Opportunity 12: Installation of Loft Insulation

Q28. If any part of your school has a pitched roof, check the thickness of the loft insulation. Is it less than 200mm thick, or can you see gaps or insulation damage?

Yes	No
☐	☐

Inadequate loft insulated (joists visible between insulation)

Q29. If yes, approximately what percentage of the school roof is this applicable to?

≤10 %	11 – 25 %	26 – 50 %	51 – 75 %	76 – 100 %
☐	☐	☐	☐	☐

Please photograph any of these areas.
Photograph included?

Yes	No
☐	☐

Potential Opportunity 13: Install Draught-Proofing

Q30. Are any of your windows or external doors poorly sealed, leading to draughts?

Yes	No
☐	☐

Photographs of a door and a metal frame window with visible gaps

Q31. If yes, what percentage of your school suffers from a draughty environment?

≤10 %	11 – 25 %	26 – 50 %	51 – 75 %	76 – 100 %

Please photograph the different types of windows and doors at your school that are causing draughts.
Photographs included?

Yes	No

5. ICT

Potential Opportunity 14: Network PC Power Management Software

Q32. Approximately how many computers and laptops does your school have?

PCs: ☐

Laptops: ☐

Q33. Do your computers (the base units, not just the screens), turn off automatically after a short period of inactivity? (if yes, please proceed to question 36) — Yes ☐ No ☐

Q34. Are your computers manually switched off by a member of staff when not required? (if yes, please proceed to question 36) — Yes ☐ No ☐

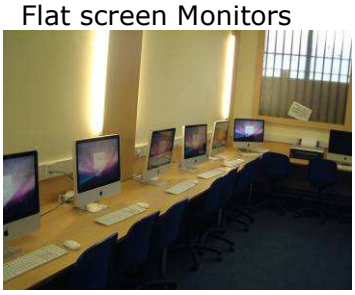
Q35. Are your computers left on overnight? — Yes ☐ No ☐

Potential Opportunity 15: CRT Replacement with Flat Screen Monitors

Q36. Does your school have any CRT monitors (not flat screen)? — Yes ☐ No ☐

CRT Monitors

Flat screen Monitors



Q37. If yes, what percentage of computers use this type of monitor?

≤10 %	11 – 25 %	26 – 50 %	51 – 75 %	76 – 100 %
☐	☐	☐	☐	☐

6. Swimming Pools

Potential Opportunity 16: Pool Covers

Q38. Is your pool left uncovered at night?

Yes	No

Q39. If you have a pool cover and it is not used, why is this?

Please comment.

Example of a pool cover