

INSTRUCTIONS

- Launch a campaign to promote optimized heating and cooling practices in your school. Use this tracking sheet to monitor how effectively the school implements energy conservation practices related to heating and cooling (i.e., monitoring blinds, vents, doors, and windows).
- At a minimum, monitor heating and cooling practices early in the year, and again near the end of your school year. Revisit the same rooms each time you monitor.
- Calculate the number of rooms in your school with optimized heating and cooling systems (indicated by a ✓) to track the impact of your communications.

How to optimize heating and cooling systems:

- Blinds and curtains are closed in the cooling season to help keep heat out and are open in the heating season to let the sun
 in then closed at the end of the day to keep heat from escaping.
- Vents and thermostats are clear from obstructions.
- Doors and windows are closed when the building is being heated or cooled.

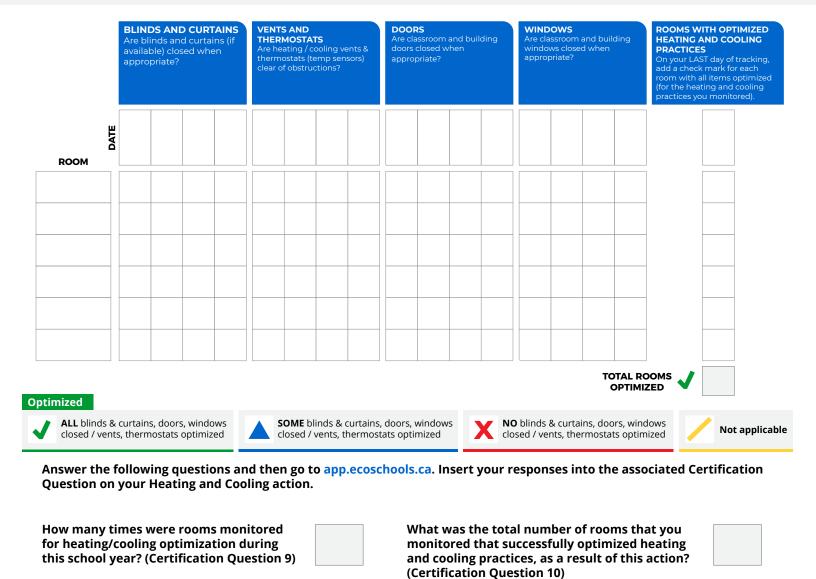


table above.



This is the number in the TOTAL ROOMS OPTIMIZED box, from the