## Heating and Cooling Tracking Sheet: For Print



## 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.

	A	<b>BLINDS AND CURTAINS</b> Are blinds and curtains (if available) closed when appropriate?				VENTS AND THERMOSTATS Are heating / cooling vents & thermostats (temp sensors) clear of obstructions?				<b>DOORS</b> Are classroom and building doors closed when appropriate?				WINDOWS Are classroom and building windows closed when appropriate?				ROOMS WITH OPTIMIZED HEATING AND COOLING PRACTICES On your LAST day of tracking, add a check mark for each room with all items optimized (for the heating and cooling practices you monitored).		
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ALL blinds & curtains, doors, windows closed / vents, thermostats optimized

**SOME** blinds & curtains, doors, windows closed / vents, thermostats optimized

**NO** blinds & curtains, doors, windows closed / vents, thermostats optimized

Not applicable

Answer the following questions and then go to app.ecoschools.ca. Insert your responses into the associated Certification Question on your Heating and Cooling action.

How many times were rooms monitored for heating/cooling optimization during this school year? (Certification Question 9) What was the total number of rooms that you monitored that successfully optimized heating and cooling practices, as a result of this action? (Certification Question 10)

*This is the number in the TOTAL ROOMS OPTIMIZED box, from the table above.* 

