Switch Off Lights and Devices Tracking Sheet: Fillable



INSTRUCTIONS

- Launch a campaign to promote energy conservation practices in your school. Use this tracking sheet to monitor how effectively the school implements energy conservation practices related to switching off lights and devices.
- At a minimum, monitor energy conservation practices early in the year, and again near the end of your school year. Revisit the same rooms each time you monitor.
- As you inspect each room and item, determine if **ALL**, **SOME**, or **NO** lights/electronics are turned off when not required, and mark your results on the table below.
- Calculate the number of rooms in your school with ALL lights/electronics turned off (indicated by a 🗸) to track the impact of your communications.

	LICHTS Are lights turned off when not required?	COMPUTERS & MONITORS Are computers, laptop carts, tablets and monitors turned off when not in use?	PRINTERS & PHOTOCOPIERS Are printers, scanners and photocopiers turned off when not in use?	OTHER Are other electronics (TVs, projectors, smart boards, audio equipment etc.) turned off when not in use?	ROOMS WITH LIGHTS AND DEVICES TURNED OFF On your LAST day of tracking, add a check mark for each room with all items turned off (for the practices you monitored).
✓ ALL lights/electronics turned off SOME lights/electronics turned off ✓ NO lights/electronics turned off ✓ Not applicable					

Answer the following questions and then go to app.ecoschools.ca. Insert your responses into the associated Certification Question on your Switch Off Lights and Devices action.

How many times were rooms monitored for lights, monitors, and other electronics turned off during this school year? (Certification Question 10) What was the total number of rooms that you monitored that had lights and/or devices turned OFF, as a result of this action? (Certification Question 11)

This is the number in the TOTAL ROOMS WITH ALL TURNED OFF box, from the table above.

