Los Angeles Department of Water & Power

# Family Energy Conservation Checklist and School Energy Conservation Checklist

Updated October 2020.

Los Angeles Department of Water & Power

# Family Energy Conservation Checklist

## SUGGESTIONS

1. Are all lights turned off when everyone has left the room, even for a few minutes?

   ___YES ___NO

   Turning off lights when leaving a room will reduce your lighting costs and save money on your utility bill.

2. Are doors and windows closed in rooms with heating or air conditioning?

   ___YES ___NO

   Windows and exterior doors should be closed when heating or cooling. Closing doors and windows when using your home's heater or air conditioner helps keep the conditioned space warmer or cooler during times of use. However, it is important when using a window/ wall unit that the doors/ windows for that room with the unit be shut. When utilizing a central HVAC system, the room doors should be open but all exterior windows/ doors should be shut.

3. If you have an air conditioning system or a room air conditioning unit, are the filters cleaned or changed regularly?

   ___YES ___NO

   Clean filters enable the air conditioning system to operate more efficiently. Let LADWP help you in keeping your system running efficiently. LADWP's AC Optimization Program provides free optimization services, which include filter cleaning for qualified HVAC units. A filter must be cleaned every 90 days in order to keep a unit running at maximum efficiency. Visit ladwp.com/acopt for more information

4. Are window blinds, draperies or shades closed to reduce the heat load caused by the sun's rays?

   ___YES ___NO

   Blinds, draperies or shades closed during the warmest part of the day helps keep out extra heat and allows the air conditioning system to operate more efficiently.

5. Are all unneeded lighting fixtures or electrical appliances disconnected or removed?

   ___YES ___NO

   Some appliances, particularly modern ones, consume a small amount of electrical loads even when switched off. Disconnect unused appliances to eliminate idle energy use. An APS (advanced power strip) will automatically turn off the power at the socket when a device is not in use. LADWP provides rebates for the purchase of an APS. Visit LADWP's Efficient Product Marketplace at ladwp.marketplace.com for more information.

6. Does the gasket which lines the inside of your refrigerator door form a tight seal when closed so that no air escapes?

   ___YES ___NO

   Place a dollar bill between the door and the seal. If the dollar can be easily slid out, the refrigerator door gaskets probably need to be replaced.

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## SUGGESTIONS

7. Have you purchased LED lights to replace incandescent lights or CFLs?

___ YES ___ NO

While CFLs (compact fluorescent lights) are an efficient lighting option, installing LED lights is more energy efficient and can save you even more money on your lighting costs. LADWP provides rebates for the purchase of LEDs. Visit LADWP's Efficient Product Marketplace at ladwp.marketplace.com for more information.

8. Are thermostats set at 78° Fahrenheit in summer and 68° Fahrenheit in winter?

___ YES ___ NO

Setting your thermostat to operate between these temperatures will help reduce energy usage. Visit ladwp.marketplace.com for information on smart thermostat rebates or ladwp.com/powersaversprogram for information on LADWP's energy management program.

9. If you're purchasing new electrical appliances, are they labeled as energy efficient "Energy Star" products?

___ YES ___ NO

Energy Star rated appliances and products are generally 20-30% more energy efficient than non-Energy Star appliances. LADWP provides rebates as well as consumer product information for common household products. Visit ladwp.marketplce.com for more information.

10. To reduce heat from the sun, have you considered planting shade trees on south- and west-facing sides of your home?

___ YES ___ NO

Trees are not only beautiful but can help air conditioning systems operate more efficiently by keeping some of the heat from the sun away from the walls.

11. Does the refrigerator/ freezer stay open even when not getting anything from inside?

___ YES ___ NO

Close the refrigerator door when not grabbing anything from the inside. Then, when you need another item, grab it. When leaving the fridge door open, cold air is escaping and energy is being wasted.

12. Is the dishwasher being fully loaded when in use?

___ YES ___ NO

Regardless of loading one plate or a full load, a dishwasher utilizes the same amount of energy. Therefore, maximize the number of dishes in every load.

13. Is the air conditioner being used even when not necessary?

___ YES ___ NO

Take advantage of cool evenings/ nights in order to minimize usage of the air conditioner. Open windows during cooler times in order to increase airflow.

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## SUGGESTIONS

14. Are there any furniture/ objects blocking air conditioning vents and ducts?

    ____YES ____NO

More energy will be used to cool the room to desired comfort level because the air will be restricted by the furniture. In addition to this, the air conditioning system can also be damaged.

15. Is a fan being used insted of an air conditioner when appropriate?

    ____YES ____NO

While a fan does not cool the room, it does cool the occupants. A fan uses significantly less energy to operate than an air conditioner.

For further information on ways to save energy and learn about LADWP programs and rebates, go to ladwp.com/energyefficiency or call 1-800-DIAL-DWP (1-800-342-5397).

**I've discussed the important energy saving tips with...**

Student Name

Signature of Adult

# School Energy Conservation Checklist

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| | SUGGESTIONS |
|---|---|
| 1. Are all lights turned off when everyone has left the room, even for a few minutes?<br>____YES ____NO | Many LAUSD classrooms are already equipped with sensors to turn off the lights when the room is empty and turn them on when occupied. If your classroom doesn't have these sensors, turning the lights off when leaving a room will reduce your lighting costs and save money on your utility bill. |
| 2. Are window blinds, draperies or shades closed to reduce the heat load caused by the sun's rays?<br>____YES ____NO | Blinds, draperies or shades closed during the warmest part of the day helps keep out extra heat and allows the air conditioning system to operate more efficiently. |
| 3. Are thermostats set at 78º Fahrenheit in the summer and 68º Fahrenheit in the winter?<br>____YES ____NO | Setting the thermostat at the temperatures mentioned will save energy and not sacrifice a significant amount of comfort for the occupants. |
| 4. To reduce heat from the sun, has the school considered planting shade trees on south- and west-facing sides of it's buildings?<br>____YES ____NO | Trees are not only beautiful but can help air conditioning systems operate more efficiently by keeping some of the heat from the sun away from the walls. |
| 5. If the school has an air conditioning system or room air conditioning units, are the filters cleaned or changed regularly?<br>____YES ____NO | Clean air filters enable the air conditioning system to operate more efficiently. Air conditioner filters should be cleaned and/or changed every three months. |
| 6. With respect to lighting, are fluorescent tubes in ceiling fixtures periodically checked or reported for blackened rings?<br>____YES ____NO | Blackened rings indicate that the lights are wearing out, losing efficiency and should be replaced. If possible, replace burnt out lights with LEDs. |

# School Energy Conservation Checklist

## SUGGESTIONS

7. Are timers controlling lighting reset for time changes when standard time or daylight saving time starts?

   ____YES ____NO

Students may check with the campus plant manager or custodian to determine if timers have been reset when the time changes. Energy will likely be wasted if timers are not properly set.

8. Are the doors and windows closed in rooms that have heating or air conditioning?

   ____YES ____NO

Windows and exterior doors should be closed when heating or cooling. Closing doors and windows when using your home's heater or air conditioner helps keep the conditioned space warmer or cooler during times of use. However, it is important when using a window/ wall unit that the doors/ windows for that room with the unit be shut. When utilizing a central HVAC system, the room doors should be open but all exterior windows/ doors should be shut.

9. Have all burned-out lights and lights with blackened rings be replaced?

   ____YES ____NO

Having blackened rings on lights or burned-out lights can cause the system to operate inefficiently.

10. Is the air conditioner being used even when not necessary?

    ____YES ____NO

Take advantage of cool days in order to minimize usage of the air conditioner. Open windows during cooler times in order to increase air flow.

11. Are there any pieces of furniture/ objects blocking air conditioning vents and ducts?

    ____YES ____NO

More energy will be used to cool the room to desired comfort level because the airflow will be restricted by the furniture. In addition to this, the air conditioning system can also be damaged.

This student or student team has checked our school's campus with approval of their teacher, the principal (his or her designee), and in cooperation with the plant manager or custodian.

Student Name or Student Team Name

Teacher Signature

Principal (or designee) Signature