

## ENERGY SAVINGS TIPS FOR SCHOOLS

Here are some simple ways to reduce the amount of greenhouse gas emissions produced at your school, which can help to save money on your energy bills.



### TIP 1:

At the end of each school day, check that your PCs, printers, photocopiers and other stand-by appliances are turned off at the wall.

Please note: There is some ICT equipment that must remain turned on at all times. These include VicSmart routers and CASES and eduPaSS servers. If you have any questions about what to keep on, see the 'Core ICT equipment in schools' page in the eduSTAR section of the IT Services eduGate site (under IT services on the left hand side of the page).



### TIP 2:

Keep your classroom doors closed whenever possible. This will help to prevent cool or warm air from escaping.



### TIP 3:

Don't overheat or overcool. In winter, set your school's thermostat to 18°C–20°C and in summer set it to 24°C–27°C.



### TIP 4:

Remind your teachers and canteen manager to turn off appliances at the wall in the canteen and staff room when they are not in use.



### TIP 5:

Remember to turn the lights off when you leave a classroom. If it's bright outside, think about whether you need the lights on at all.



### TIP 6:

Check that none of your taps around the school are dripping. If they are, get them fixed to save water and energy. Hot water uses a large amount of energy to heat.



### TIP 7:

Set up a recycling station at your school. If you have one already, look at new things you could recycle. Recycling paper, aluminium cans and plastic bottles saves on the raw materials and energy needed to make new paper, cans and bottles.



### TIP 8:

Walk, ride or catch a bus to school if you can. This reduces the carbon emissions released into the atmosphere.



### TIP 9:

Check your school's appliances such as computers, fridges and kitchen appliances, to see how they measure up in terms of energy efficiency. Compare annual consumption readings to see how efficient they are.