



Are other electronics (TVs, projectors, smart boards, audio equipment etc.)

INSTRUCTIONS

LIGHTS

Are lights turned off when not required?

- Use this tracking sheet multiple times a year (aim for at least three!) to track energy conservation practices at your school.
- Aim to monitor a minimum of 30% of rooms in your school including classrooms, offices, staff rooms, hallways, entrances, lunchrooms, and gyms.
- 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 after your first date monitoring and after your last day monitoring, to track change.

PRINTERS & PHOTOCOPIERS

Are printers, scanners and photocopiers turned off when not

COMPUTERS & MONITORS

Are computers, laptop carts, tablets and monitors turned off when not

MOON DATE											
TOTAL WITH ALL TURNED OFF											
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.											
Initial Tracking - FIRST date item is monitor					ored	Final Tracking - LAST date item is monitored					
		# of rooms with lights off (Certification Question 10)					# of rooms with lights off (Certification Question 14)				
Total number of rooms monitored (Certification Question 9)		# of rooms with computers and monitors off (Certification Question 11)				# of roc off (Cer	# of rooms with computers and monitors off (Certification Question 15)				
		# of rooms with off (Certification			# of rooms with printers and photocopiers off (Certification Question 16)						
	# of rooms with other electronics off (Certification Question 13)				# of rooms with other electronics off (Certification Question 17)						

