

Walk round checklist

This checklist should be photocopied for each area of the school and can be used to collect information for each room at four separate times.

Walk round checklist				
Area:	Date of inspection:		Inspected by:	
Time of Inspection:				
Pre-occupancy				
Has lighting been left on unnecessarily?				
Have PCs/screens been running overnight?				
Is any electrical equipment running unnecessarily?				
What is the room temperature? <i>Is this excessive?</i>				
Does the room have a thermostat? <i>Is it set correctly/does it work?</i>				
Is any portable electric heating running? <i>Should it be switched off?</i>				
Are radiators/heaters free from obstructions?				
Have doors/windows/other areas been left open?				
Are there any other problems?				
Occupancy				
Has lighting been left on in unoccupied areas?				
Could daylight be used more effectively?				
Have unoccupied PCs/screens been left running?				
Is any electrical equipment running unnecessarily?				
What is the room temperature? <i>Is this suitable?</i>				
Does the room have a thermostat? <i>Has it been tampered with?</i>				
Is any portable electric heating running? <i>Could it be switched off?</i>				
Are radiators/heaters free from obstructions?				
Have doors/windows/other areas been left open?				
Are there any other problems?				
Post-occupancy				
Has lighting been left on in unoccupied areas?				
Have all PCs/screens been turned off?				
Is any electrical equipment running unnecessarily?				
What is the room temperature? <i>Is this suitable?</i>				
Does the room have a thermostat? <i>Has it been tampered with?</i>				
Is any portable electric heating running? <i>Should it be switched off?</i>				
Are radiators/heaters free from obstructions?				
Have doors/windows/other areas been left open?				
Are there any other problems?				