



# Energy Smart Squad Recognition Scorecard



While touring unoccupied classrooms/offices, use this scorecard to confirm which Energy Smart actions have been completed. If you can't tell whether or not an Energy Smart action has been completed, or if an Energy Smart action is not possible, write **NA** in the appropriate box. If a teacher is present in the room, write **TP** in the appropriate boxes and move on to the next room. *Please see examples below.*

Remember to fill out and leave behind an Energy Smart Squad Thank You Note for each room you tour. If a room completes all five Energy Smart actions, also remember to recognize the room with an Energy Smart Room decal.



Are document cameras and projectors shut off?



Are blinds closed?



Are desktop computers shut down?








Are doors closed?



Are non-security lights turned off?

## Examples

Date: November 16, 2016						
Room Number (and/or Staff Name)						Optional Notes
201 Mrs. Hunter	Yes	Yes	No	Yes	Yes	Non-security lights were left on.
202 Mr. McKinney	NA	Yes	Yes	NA	Yes	Could not tell if the projector was off. Room does not have blinds.
203 Miss Alonso	TP	TP	TP	TP	TP	Teacher was present in the room.

