# Electrical Maintenance Plan (template)

This plan links to **Energy Module Action A2.5 and A2.7.**

Climate control can get costly and some simple and low-cost measures will make a significant difference to your energy bills. Ensure that school light fittings, reflectors, heaters, air conditioners and other appliances are:

* not obstructed
* kept clean and free of dust
* well maintained
* operating efficiently

*This plan is intended as an example and will need to be modified to meet your school’s needs and formatted to align with your school procedures. Use the two tables below to create a maintenance regime. For each item, consider how often they should be checked (recommend biannually) and what for, who will check them and who will take charge of ensuring repairs are done.*

Your **ResourceSmart Schools (RSS) Regional Facilitator** can assist to complete this template, email schools@sustainability.vic.gov.au

For support with RSS Online email help@resourcesmartschools.vic.gov.au

|  |  |  |  |
| --- | --- | --- | --- |
| Heating and cooling maintenance actions | Who | What | When |
| Adjust temperature settings on heating and cooling systems. Set your thermostat to 18°C-20°C in winter and 24°C-27°C in summer) | *Fred Barnes* | *Thermostat raised to 24 degrees* | *May 2023* |
| *Jim Barnes* | *Thermostat lowered to 19 degrees* | *Nov 2023* |
| Maintenance and safety check of heating and cooling systems. Ensure heater/cooler vents are not obstructed, and dust cleaned from filters. |  |  |  |
|  |  |  |
| Sweep fan inspections (ensure rotation direction is suitable for season). |  |  |  |
|  |  |  |
| Ensure thermostats are not influenced by direct sunlight, draughts, heaters or IT equipment. |  |  |  |
|  |  |  |
| Place covers over cooling vents to prevent loss of heat/remove covers from cooling vents. |  |  |  |
|  |  |  |

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| --- | --- | --- | --- |
| Light fittings and appliance maintenance action | Who | What | When |
| All light fittings cleaned and inspected. Failed globes are replaced with energy efficient options (re-lamping). |  |  |  |
|  |  |  |
| Refrigerators and freezers are inspected for over-freezing, door seal condition, refrigerator thermostats set between 3-5C and freezer thermostats set to -15C. |  |  |  |
|  |  |  |
| Hot water service inspection (check units are set on optimal temperature). |  |  |  |
|  |  |  |
| *Other appliances are inspected (add rows as needed)* |  |  |  |
|  |  |  |
|  |  |  |  |

## Reach out for assistance

RSS Facilitators can help you:

* plan or promote your program
* locate additional resources that will assist you to complete the module
* conduct audits with students
* organise activities for your student action team
* find networks of like-minded staff and students to support your work
* progress your RSS module completion and certification.

To connect with your local facilitator email [schools@sustainability.vic.gov.au](mailto:schools@sustainability.vic.gov.au)

For support with RSS Online email [help@resourcesmartschools.vic.gov.au](mailto:help@resourcesmartschools.vic.gov.au)

**ResourceSmart Schools is a free program offered by Sustainability Victoria that supports Victorian schools to embed sustainability across the school facilities, community and curriculum, while saving resources and money for the school.**

**To register to become a ResourceSmart School, visit:** <https://my.resourcesmartschools.vic.gov.au/>

**or email** [schools@sustainability.vic.gov.au](mailto:schools@sustainability.vic.gov.au)