

ENERGY CONSERVATION GUIDELINES

Heating Season

- Classrooms and labs
- Auditorium
- Cafeteria/gym
- All Offices
- Entryways, corridors, stairways
- Storage & unoccupied areas
- Unoccupied times

Average Room Temperatures

- 70-72 degrees
- 68 degrees
- 68 degrees
- 70-72 degrees
- 66 degrees
- 60-62 degrees
- 60-62 degrees

Cooling Season

- Occupied times 73-75 degrees
- Unoccupied times 80-85 degrees

Lighting

- Interior lights not controlled by motion sensors are to be turned off when spaces are unoccupied for more than 5 minutes. This includes classrooms, offices, gyms, storage areas, restrooms, break rooms, etc.
- Building Management Systems and timers will be adjusted on a regular basis.

Computers, Technology and Equipment

- Turn off your computers, personal printers, speakers, document cameras, and projectors when you leave for the day. "Logging off" your computer at the end of the day or for the weekend is not sufficient, your computer continues to draw the same amount of energy as during a normal workday.

Appliances, Equipment & Furniture

- All personal appliances and equipment will be eliminated: ie. Refrigerators, microwaves, coffee pots, toaster ovens, portable heaters, etc.
- Lamps will be permitted on a limited basis for classrooms with special needs children.

Summer Vacation & Breaks

- Unplug as many district appliances and equipment as possible. Anything plugged in still draws power.
- All items need to be removed from district refrigerators.
- Close all shades and blinds.