

ENERGY SAVING GUIDELINES FOR East Side Union High School District

(2004-05)



Food Services

	1. Implement a daily "start-up and shut down" schedule for cooking appliances. Pay the most attention to the biggest energy users like the broiler, griddle, range top, pasta cooker, rotisserie, conveyer oven, and fryer. Turn off "back-up" appliances when they are not needed.
	2. Implement a daily "start-up and shutdown" schedule for the kitchen "plug loads". For instance turn off holding cabinets, coffee machines, conveyer toasters, steam tables, plate and food warmers, and heat lamps when not needed.
	3. Turn off exhaust hoods when the appliances below are turned off.
	4. Use recommended thermostat set points (85 degree cooling and 55 degree heating) "unoccupied" or "night set-back" thermostat settings when the facility is closed, and turn off the HVAC fans at night.
	5. Turn off lights in unoccupied areas, for example walk-in refrigerators, storage rooms and empty break rooms.
	6. Make sure lighting controllers (time clocks and photocells) are working and properly set. Make sure exterior lighting is off in the daytime.
	7. Maintain refrigeration doors—replace worn gaskets, align doors, enable auto door closers and replace damaged strip curtains.
	8. Clean clogged and dirty condenser and evaporator coils at least once every quarter.
	9. Make sure that HVAC economizers are working properly and are set to maximize "free cooling".
	10. If evaporative coolers are in use, make sure that the fan, pumps, and evaporator pads are working properly.
	11. Delamp - reduce the number of lamps or turn lights off when there is adequate light, especially in daylight areas adjacent to windows.

Disclaimer: The district shall adopt, observe and implement these guidelines as provided. However, these guidelines are not intended to be all-inclusive, and they may be modified for local conditions. These guidelines supersede all previous instructions related to energy conservation and building management