

ENERGY SAVING GUIDELINES FOR East Side Union High School District

(2004-05)

Energy Conservation Measures to be implemented immediately:



Administration

	1. Implement alternative work schedules and facility closings during the summer months.
	2. Develop policies regarding evening and weekend facility use.
	3. All employees are expected to model effective energy conservation behavior. This includes adherence to Board policies and department operating policies designed to limit energy consumption in District-owned facilities.
	4. Employee break and lunchrooms should be consolidated to reduce the need for multiple, distributed electrical appliances serving a common employee group (e.g. department, division, floor, or section).
	5. Procurement policies should consider Energy Star® model equipment with "power down" features.
	6. Shut down entire site on minimum day or holiday schedules.
	7. Prepare for blackouts: make everyone aware of the plan and know what to do; assign task to everyone.
	8. Proper and thorough utilization of data loggers will be initiated and maintained to monitor relative humidity, temperature, and light levels throughout the district's buildings to ensure compliance with district guidelines.
	9. Use proper equipment maintenance practices to ensure energy savings(i.e. replacement of lamps, furnace and A/C filters,

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.