

ENERGY SAVING GUIDELINES FOR East Side Union High School District

(2004-05)

Energy Conservation Measures to be implemented immediately:



Custodians

	1. Occupied temperature settings shall NOT be set <u>below</u> 72° during cooling season.
	2. The unoccupied temperature setting shall be 85° F (i.e. setback) during cooling season.
	3. Occupied temperature settings shall NOT be set <u>above</u> 72° during heating season.
	4. The unoccupied temperature setting shall be 55° F (i.e. setback) during heating season.
	5. Classroom doors and windows shall remain <u>closed</u> when HVAC equipment is operating. Ensure doors between conditioned space and non-conditioned space remain closed at all times. (i.e. between hallways and gym or pool area).
	6. During unoccupied times, the air conditioning equipment shall be off. The unoccupied period begins when the students leave the room at the end of the day. It is anticipated that the temperature of the classrooms will be maintained long enough to afford comfort for the period the teacher remains in the classroom after the students have left.
	7. Air conditioning start times may be adjusted (depending on weather) to ensure classroom comfort when school begins.
	8. Do not block airflow to HVAC vents to allow system to operate efficiently.
	9. Air conditioning should not be utilized in classrooms during summer months unless the classrooms are being used for summer school.
	10. Where cross-ventilation is available during periods of mild weather, turn off HVAC equipment and adjust temperature with windows and doors. Cross ventilation is defined as having windows and/or doors to the outside on each side of a room.
	11. Exhaust fans should be turned off daily except where safety is a concern.
	12. Remove lighting from vending machines and use "energy miser" devices during operation.
	13. Older model refrigerators in common break rooms should be replaced with Energy Star® models.
	14. Decorative lighting, outdoor signage, fountains will not be operated by the sites.
	15. Irrigate athletic fields during early morning hours to reduce evaporation.
	16. Replace standard faucet heads with low-volume heads or flow restrictors.
	17. Report to maintenance staff faulty equipment. (i.e. leaky faucets, running toilets, and broken sprinklers).
	18. Ensure all domestic hot water systems are set no higher than 120° F.
	19. Adjust swimming pool pumps to run during non-peak times.
	20. Set pool thermostats so they do not exceed <u>78°</u> degrees.

	21. Use pool covers whenever pool is not in use to reduce water evaporation, heat loss, water make-up and chemical consumption.
	22. Add "wind breaks" where necessary to reduce water evaporation when pool is in use.
	23. 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.
	24. Shut down entire site on minimum day or holiday schedules.

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.