

ENERGY SAVING GUIDELINES FOR East Side Union High School District

(2004-05)

Energy Conservation Measures to be implemented immediately:



Office Staff:

	1. Turn off non-essential electrical items such as radios, clock radios, desk water fountains, electronic calculators, etc. Use batteries instead of electrical outlets.
	2. Office staff should turn off copy machines, laminating equipment and other office equipment at the end of the workday.
	3. Use the 'stand-by' or 'energy saver' button on the copy machine during the workday.
	4. Use of personal space heaters, refrigerators, desk fans and other non-essential appliances are prohibited. No electricity-consuming personal appliances will be permitted in offices and workstations. Health necessitated appliances must be approved by site administration.
	5. Avoid using personal coffee makers at your desk.
	6. Clean out and shut down refrigerators in staff lounges and other areas during extended breaks (i.e. Spring Break, Winter Break, etc.)
	7. Set thermostat between 72-76 degrees or above and 68 degrees in the winter. HVAC units are to run only between the hours 8-3 or when school is in session.
	8. The exhaust fans in the rest rooms shall be turned off at the end of the day.
	9. If possible, close blinds or shades to reduce heating in the room.
	10. All office staff should turn off computers and monitors if they will not be used for an extended period of time (1 hour or more). Screen savers left on will keep the computer active and not allow the internal power manager software to operate.

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.