

ENERGY SAVING GUIDELINES FOR East Side Union High School District

(2004-05)

Energy Conservation Measures to be implemented immediately:



Teachers:

	1. Utilize natural lighting when possible and where appropriate.
	2. Turn off the lights when you leave your classroom, office or conference room for lunch, a meeting or any period of time over <u>ten(10) minutes</u> .
	3. All outside lights should be turned off during daylight hours. Minimize use of lights at night, except where safety is a concern.
	4. Lights in all gymnasiums should not be left on unless the gym is being utilized.
	5. Turn off non-essential electrical items such as radios, clock radios, desk water fountains, electronic calculators, etc. Use batteries instead of electrical outlets.
	6. 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.
	7. Avoid using personal coffee makers at your desk.
	8. Clean out and shut down refrigerators in staff lounges and other areas during extended breaks (i.e. Spring Break, Winter Break, etc.)
	9. 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.
	10. If possible, close blinds or shades to reduce heating in the room.
	11. All classroom computers (except for any network servers that must be left on) shall be turned off each day at the end of the last class.
	12. Turn off the computer monitor and printer if you leave for more than ten minutes.
	13. Occupied temperature settings shall NOT be set <u>below</u> 72° during cooling season.
	14. The unoccupied temperature setting shall be 85° F (i.e. setback) during cooling season.
	15. Occupied temperature settings shall NOT be set <u>above</u> 72° during heating season.

	16. The unoccupied temperature setting shall be 55° F (i.e. setback) during heating season.
	17. 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).
	18. 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.
	19. Air conditioning start times may be adjusted (depending on weather) to ensure classroom comfort when school begins.
	20. Do not block airflow to HVAC vents to allow system to operate efficiently.
	21. 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.
	22. Report to maintenance staff faulty equipment. (i.e. leaky faucets, running toilets, and broken sprinklers).
	23. Use pool covers whenever pool is not in use to reduce water evaporation, heat loss, water make-up and chemical consumption.
	24. 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.

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.