Techniques for Saving Energy and Money

Lights
- Turn off lights in unoccupied spaces.
- Turn off lights when you leave a room, even when there are automatic controls.
- Turn off lights if the windows provide enough natural light
- If you have a desk or floor lamp, use only LED or CFL light bulbs. Turn on only when needed.

Heating, Ventilation, and Cooling (HVAC) Set Points
- Most temperatures are set remotely by District Mechanical Coordinators.
- Do not block any air vents, heat registers or thermostats. Your fresh air and comfort depend on it. Create three feet of space to ensure adequate air circulation.
- The heating set point is 68 degrees (+/- 2 degrees) in classrooms and offices. If your space is between 66 and 70 degrees, it is within the allowable parameters. If it isn’t, notify your building Custodial Engineer.
- Heating set point for cafeterias and auditoriums is 65 degrees.
- Heating set point for gyms and corridors is 62 degrees.
- Mechanical cooling (air conditioning) is not provided in most areas of the district.
- Building ventilation fans help with cooling when temperatures are above 74 degrees.
- Portable fans are permitted – they use very little energy and create pleasant air movement.
- Only use fans when people are using the space.
- In areas that are cooled (such as computer rooms) the set point is 76 degrees.
- Use your windows and blinds to control heat, air flow, and light.
- You may be permitted a variance to these set points only if you have Americans with Disabilities’ Act protections through Human Resources.

Schedules
- District Mechanical Coordinators set schedules annually to match bell and bus schedules.
- Heating, ventilation and cooling (where available) is provided only during official school hours.
- To prepare buildings for the people who use them:
  - Classrooms are scheduled to be at the set point ½ hour before students arrive by bus.
  - Offices are scheduled to be at the set point when people are scheduled to come to work.
  - Lights are off until a room occupant turns them on. Automated lights are provided in corridors and student restrooms.
- HVAC is provided to offices until one hour after buses depart.
- HVAC is provided to classrooms until 15 minutes after buses depart.
- HVAC is not provided early in the morning, in evenings or on weekends unless an event is officially scheduled.

Appliances
- Personal appliances are not permitted in classrooms. Use appliances in the break rooms.
- Exceptions may be made on an individual basis only if you have Americans with Disabilities’ Act protections though Human Resources. Permitted items will be tagged.
- Break rooms should contain Energy Star rated refrigerators, microwaves and coffee pots.
- Make sure everything in your room is safe for students; electrical items must be rated for school use.
- Check for and follow the UL label
- Space heaters and ornamental lights are not safe for use. The only exceptions are low wattage radiant heaters and LED lamps.

Resource Conservation Specialists can let you know how your building is performing. For information contact SPSGoingGreener@seattleschools.org