



Preparing for the New School Year

Please take a few minutes to check your room for ways to improve comfort and save energy. Our schools are designed to be energy efficient while providing a high-quality teaching and learning environment

WARNING Keep Clear WARNING Do not block or cover
Your fresh air depends on keeping this area clear to avoid air system failure



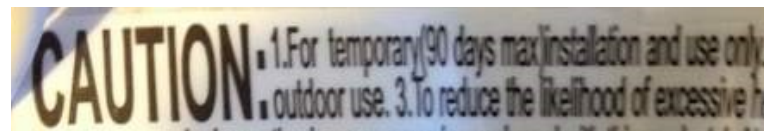
Thermostat temperatures are set by Seattle School Board Policy. Air conditioning is not available in most rooms.

Cooling

76

Heating

68



1. Make sure all air vents, heaters and thermostats are unblocked. Some heaters look like bookshelves—but **BEWARE** your fresh air depends on keeping vents clear. Create three feet of space to ensure adequate air circulation.
2. Please note that rooms are heated to 68° and cooled (where available) to 76°. Rooms are at temperature ½ hour before buses arrive until ½ hour after buses depart.
3. You control lighting in your classrooms. Please turn off lights when you leave a room.
 - Use only CFL or LED light bulbs in desk and floor lamps.
4. Make sure that you only bring electrical items that are **safe for students**:
 - Check for and follow the UL label.
 - Ensure that each electrical item is rated for school use.
 - Keep all cooking and food preparation appliances in the shared kitchen or break room.
5. Beware of energy vampires! Many electronics draw energy even when turned off. **Turn off or unplug electronics when not in use.** If available, use “controlled” outlets. Controlled outlets are for TVs, radios, non-networked copiers, chargers and any device switched off at night. Avoid these outlets for computers, networked devices, fish tanks or staff refrigerators.