



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 through 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.