

ITEM 7: ENERGY MANAGEMENT GUIDELINES

CUSTODIAL ENERGY CONSERVATION ACTIVITIES

As much as 40 percent of a building's energy load is controlled solely by the fingers of the occupants -- on light switches. As a result, you have a big responsibility in the area of Energy Management. Below, you will find a list of energy saving activities to follow.

BEFORE SCHOOL:

When arriving in the morning, turn on **ONLY** enough lights to do your early morning duties.

Do not turn on lights in the classrooms or office area. Teachers and Administrators can do this as they arrive.

Cafeteria and Gym lights should not be turned on until shortly before school begins.

All security lights should be turned off as soon as you arrive in the morning. (This is for those schools having security lights not on a timer.)

All outside lights should be turned off during daylight hours.

DURING SCHOOL:

Cafeteria lights should be turned **OFF** during the day **WHEN NOT NEEDED**, and should be turned off as soon as possible following the last lunch period.

As you walk through the building during the day, please turn off lights in unoccupied areas (except for metal halide lights).

Turn off your storage/mechanical room lights when the rooms are not in use.

AFTER SCHOOL:

Clean the Gym(s) first (if not in use) and turn off the lights. All lighting in unoccupied areas should be turned off as soon as students and teachers leave school.

BEFORE you begin to clean **PLEASE** turn off all lights in your area of cleaning responsibility.

As you clean, turn on lights **ONLY** in the specific area in which you are working.

After cleaning the room, turn off the lights **BEFORE** going to the next area to be cleaned.

Please be sure **ALL** lights are turned off before you leave for the night.

GENERAL ITEMS:

- Report items needing repair to campus secretary ASAP.
- Report faucet or water fountain leaks to campus secretary ASAP.
- Report outside lights that are on during the day to campus secretary.
- Turn off trophy case lights after regular school hours.
- Keep exterior doors and windows closed and locked.
- Adjust manual thermostats to proper evening setting (Heated months – 60 degrees; Cooling months – 82 degrees).