



School Break Energy Shutdown

In an effort to promote energy conservation and reduce our energy budget LUSD is asking all teachers to follow this checklist prior to leaving school for all school breaks.

CHECKLIST
<input type="checkbox"/> Make sure all classroom lighting is turned off
<input type="checkbox"/> Unplug all appliances (mini-refrigerators, microwaves, battery chargers and radios) that are not required for critical health and safety concerns during the break. Please make sure to defrost and clean out refrigerators several days before leaving. Also, please address any moisture concerns related to the defrosting process before you leave the room. Please do not turn off printers. Please leave them on to go into sleep mode. Technology works remotely on printers at regular intervals. Please also note that if any computer is plugged into a power strip not to turn the power strip off because Technology will not be able to “wake” the computer up to perform repairs, updates, etc.
<input type="checkbox"/> Ensure that the heating, ventilation and air conditioning (HVAC) system is not running (if controlled locally).
<input type="checkbox"/> If air conditioning temperature is controlled by staff members please set heating to 55° and cooling to 90°
<input type="checkbox"/> If you observe any HVAC system running during non-occupied times, please immediately report that energy concern to Maintenance and Operations at telephone number 331-7193.
<input type="checkbox"/> Please note that HVAC services will be suspended during the break period unless formal request for operation have been approved prior to the break.

We appreciate your help in this effort to reduce unnecessary utility cost during this school break. In the weeks following our break we will report back with how much was saved through your efforts.