



SUMMARY Resource Conservation Guidelines

- The District has established operating standards for conservation. These standards will help save resources while reducing energy use and expenditures for water, gas, garbage and electricity in the district.
- It is the joint responsibility of all staff, students and community members who use the schools to contribute to conservation.

OUR GOALS

- Reduce energy and water demand
- Avoid unnecessary utility costs
- Minimize the waste of consumable materials
- Promote conservation principles to all staff and students

Energy

At occupied times, the heating and air conditioning (HVAC) system will be set to the following temperatures:

Classrooms
 Libraries, Offices.....68-70° F
 Gyms and
 Multi-purpose rooms.....65° F
 Hallways, Kitchens.....65° F
 School Shops.....68° F

Night, week-end and holiday set-back temperature.....55° F
 Some variations allowed based on facility needs.

Non-Student Days - offices and classrooms.....68-70° F

Doors and windows should be closed when the HVAC system is on.

To help maintain heating and cooling, staff are responsible for closing blinds at day's end to the extent possible.

Administrators and custodians should take every opportunity (early dismissal, cancelled school etc.) to decrease HVAC operating times.

Lighting

Turn off classroom, office and meeting room lights if the space is unoccupied for more than 5 minutes.

Task lighting must contain CFL bulbs and replace overhead fluorescents.

Partial lighting of large spaces for small groups is expected.

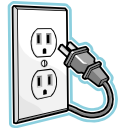
Gyms, multi-purpose rooms, commons and cafeterias should not be lit unless the room is being used, or 10 min. prior.



Custodians will light the area they are working in at night, and stage lighting in the mornings.

All staff should ensure that lighting in unoccupied areas is off.

Electrical Plug Load



Turn off all equipment at night—printers, projectors, monitors, computers, radios. (Thursdays are computer updates. Food Service computers are exempted.)

Unplug all classroom electrical devices during all breaks and summer vacation to eliminate “vampire” electrical use.

Refrigerators not in break rooms must be program related.

All district refrigerators and freezers must be cleaned out and turned off during the summer break.

Office printers and copiers should be set for sleep-mode after less than half hour's use.

Space heaters are a fire hazard and must be approved for extenuating circumstances.

Water



Turn off all faucets.

Report running toilets or other leaks.



Garbage and Recycling

District dumpsters are for school waste and recycling only - no personal items from home.

Students and staff are expected to participate in the District's “All into One” recycling program

Staff will recycle batteries, printer & toner cartridges, projector bulbs, fluorescent lamps and electronics.

Check the district website for the Do's and Don't of district recycling

Reducing Waste

Print double-sided copies whenever possible. Change the copier default to 2-sided.

Route information to staff instead of making individual copies.



Cancel unneeded or unused subscriptions.

Print drafts and internal documents on the reverse side of used paper.

Project agendas and other meeting materials on a screen rather than printing individual copies for attendees.