Guidelines
(Energy Conservation and Building Management)

Responsibilities:

- Every person is expected to be an "energy saver" as well as an "energy consumer."

- The teacher is responsible for implementing the guidelines during the time the he/she is present in the classroom.

- The custodian is responsible for control of common areas, i.e. halls, cafeteria, etc.

- Since the custodian is typically the last person to leave the building in the evening, he/she is responsible for verification of the nighttime shutdown.

- The principal is responsible for the total energy usage of his/her building.

- The Energy Manager performs routine audits of al facilities and communicates the audit results the appropriate personnel.

- The Energy Manager is responsible for either directly or indirectly making adjustments to the District's EMS, including temperature settings and run time for HVAC and other controlled equipments.

- The Energy Manager provides regular reports to Principals indicating performance with regards to energy savings.

- The district is committed to and responsible maintenance f the learning environment.

- To complement the district's energy management program, the district shall develop and implement a preventive maintenance and monitoring plan for its facilities and systems, including HVAC, building envelop, and moister control.

General:

1. Classroom doors shall remain closed when HVAC is operation. Ensure doors between conditioned space and non-conditioned space remain closed at all times (i.e. between hallways and gym)

2. Proper and thorough utilization of data loggers will be initiated and maintained to monitor relative humidity, temperature, and light levels throughout the districts buildings to ensure compliance with district guidelines.

3. All exhaust fns should be turned off daily.

4. All office machines (copy machines, laminating equipment, etc.) shall be switched off each night and during unoccupied times. Fax machines should remain on.

5. All computers should be turned off each night. This includes the monitor, local printer, scanners, and speakers.

6. All capable PC's should be programmed for the "energy saver" mode using the power management feature. I network constraints restrict this for the PC, ensure the monitor "sleeps" after 10-minutes of inactivity.