

## Energy and Water Conservation Guidelines

Every person- is an “energy saver” as well as an “energy consumer.”

### Responsibilities:

**Staff Members** - are responsible for implementing the guidelines during the time he/she is on site.

**Custodian** - is responsible for control of common areas, i.e. halls, cafeteria, etc., as well as maintaining conservation guidelines during unoccupied times and nighttime shutdown verification.

**Energy Specialist** - performs routine audits of all facilities, communicates the audit results to the appropriate personnel and provides regular program update reports.

**Administration** - will regularly communicate the importance and impact of the energy conservation program to its internal and external constituents.

**Maintenance Department** - shall develop/maintain a preventive maintenance and monitoring plan for its facilities and systems complementing the organization's behavioral-based energy conservation program.

**EUHSD** - is committed to & responsible for a safe and healthy learning environment.

### General Guidelines:

#### **Heating, Air Conditioning and Ventilation (HVAC)**

Occupied setpoints are **72°F** for cooling and **68°F** for heating. Thermostat operation is 'push to start' for a 2-hour hold, HVAC equipment will **be turned off** when workspace is unoccupied. Doors shall remain closed when HVAC is operating. Ensure doors between conditioned space and non-conditioned space are not propped open. During periods of mild weather, utilize cool outside air to control temperatures.

#### **Lighting**

Eliminate unnecessary lighting; Staff should make certain lights are **off** when an area is unoccupied and utilize natural lighting where appropriate. All outside lighting shall remain **off** during daylight hours.

Turn **off** all lights when students and staff leave for the day. Custodians will turn on lights only in the areas in which they are working.

Note: The district norm for all automatic lighting is 6 a.m. to dawn and dusk to 10:30 p.m. M-F according to scheduled staff workdays per the district calendar.

#### **Technology**

Turn **off** all machines (copy machines, laminating equipment, etc.) each night and during unoccupied times where possible.

Turn **off** all computers each night. This includes the monitor, local printer, and speakers. Network equipment is excluded where necessary.

All capable PC's are programmed for the “energy saver” mode using the power management feature. If network constraints restrict this, ensure the monitor “sleeps” after 65-minutes of inactivity.

#### **Water**

Grounds watering takes place between 8 p.m.-8 a.m. Do not water between 8 a.m. – 8 p.m.

All leaks/malfunctioning equipment should be reported immediately for domestic and irrigation systems.

#### **Vacation Periods**

Turn off, unplug or shutdown all non-vital electrical devices as per the district wide staff holiday energy conservation notice.

We shall adopt, observe and implement these guidelines as provided. However, these guidelines are not intended to be all-inclusive and may be modified for local conditions.