

Building and Sites

Series 800

Policy Title: Energy Conservation Guidelines

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Page 1 of 2

To maintain an environment that is conducive to the educational process, classroom temperatures should be maintained at a comfortable temperature . The teacher will be responsible for energy conservation during the time that he/she is present in the classroom. The principal or supervisor will be responsible for the total energy usage of his/her building. The principal will be provided information reflecting the energy consumption for his/her building on a monthly basis.

Procedures for Operating Heating or Air Conditioning Equipment

1. Classroom and office doors should be closed when heating or air conditioning equipment is in operation.
2. When the temperature is such that heating or cooling is needed at the beginning of the school day, the start time for heating or air conditioning equipment should be set as late as possible while still allowing time to heat or cool the building by the beginning of classes.
3. It will be the teacher's responsibility to close all windows and doors when the heating or air conditioning system is operating.

Procedures for Operating Lighting Equipment

1. Lights in classrooms should be turned off unless needed. Teachers should make certain that lights are turned off when leaving the classroom.
2. Lights in all gymnasiums should be off unless the gym is being utilized.
3. All outside lights should be turned off during daylight hours.
4. When in the building during non-school hours, custodians should turn lights on only in the specific area in which they are working with consideration for safety.
5. Copy machines, laminating equipment, office computers (except for any network servers that must be left on) and other office machines should be turned off by the office staff each night.
6. All classroom computers (except for any network servers that must be left on) should be turned off each day at the end of the last class.

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