General Guidelines for Energy Saving Program

✓ **Turn off all lights when area is not occupied**
  • If 10 schools turned off their lights for one minute it could save $88.00
  • Lighting a classroom overnight wastes enough energy to heat water for 1000 cups of coffee.

✓ **Thermostats should be set at 75 to 78 degrees for summer occupancy**
✓ **Thermostats should be set at 72 to 75 degrees for winter occupancy**
  • For every degree the thermostat is changed it could reduce or increase the cost for the designated area by 5%.

✓ **All computers turned off at night or when not in use.**
  • Each plug in transformer for technology is .10 to .25 per month
  • Computer with standard peripheral devices cost $5.00 to $12.00 per month depending on number of connected devices.
  • Remember to switch off your computer monitor when it is not in use. Monitors use over 60% of your computer’s electricity output.

✓ **All Television set, D.V.D, DVR’s and V.C.R. turned off (unless in timer mode).**
  • A 36” LCD flat screen TV cost $14.32 per month.

✓ **Coffee pots, refrigerators only in office area, teachers lounge areas or site designated central locations.**
  • Coffee pot cost $5.23 per month if you make two pots of coffee per day.
  • Small under the counter appliance refrigerator $3.75 per month.

✓ **Keep outside doors and windows closed when building is being conditioned.**
✓ **No portable heaters in building.**
✓ **No touch lamps with halogen bulbs.**
✓ **Turn off laminate machines when not in use.**
✓ **Copiers to be programmed for energy saving mode.**
  • Photocopier left on overnight uses enough energy to produce over 1500 copies.

<table>
<thead>
<tr>
<th>Item</th>
<th>Description</th>
<th>Cost per year</th>
</tr>
</thead>
<tbody>
<tr>
<td>Refrigerator</td>
<td>Small college dorm type refrigerator</td>
<td>$50.00</td>
</tr>
<tr>
<td>Microwave</td>
<td>Microwave in none lounge area</td>
<td>$60.00</td>
</tr>
<tr>
<td>Air Freshener</td>
<td>Plug in air freshener</td>
<td>$10.00</td>
</tr>
<tr>
<td>Coffee pot</td>
<td>Coffee pot in none lounge area</td>
<td>$70.00</td>
</tr>
</tbody>
</table>

Noted exception: If personal refrigerator is needed for medical or health purposes.
Notice of Personal Refrigerator for medical purposes

<table>
<thead>
<tr>
<th>Building:</th>
<th>Room #</th>
<th>Teacher</th>
</tr>
</thead>
</table>

Personal refrigerator is needed for storage of medication or specific dietary needs for medical condition.

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(Principal's approval)