

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.

Cost for non-essential items in classroom areas		
Item	Description	Cost per year
Refrigerator	Small college dorm type refrigerator 3.5 to 6 CF	\$50.00
Microwave	Microwave in none lounge area	\$60.00
Air Freshener	Plug in air freshener	\$10.00
Coffee pot	Coffee pot in none lounge area	\$70.00

Noted exception: If personal refrigerator is needed for medical or health purposes.

Notice of Personal Refrigerator for medical purposes



Building:	
Room #	
Teacher	

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

(Principal's approval)
