

Energy Conservation Memorandum

Post signs throughout the building.

Electricity:

AC – minimum setting for cooling 74 degrees

- Set thermostat to 80 degrees or off over night
- Weekend setting 85 degrees or off

Heating - maximum setting for heating 68 degrees

- Be careful not to turn heat on when not needed in fall and spring
- set thermostats to 60 degrees or off over night
- no portable electric heaters

Lighting – Avoid leaving lights on in unoccupied areas

- Avoid extra lights in gymnasiums (1000 watt lights increase cooling cost)
- Minimum amount of lighting after school hours in the lobby/main entrance only

Technology – Turn off computer, printer, monitor, etc. when not in use –especially over night

Gas:

Heating – maximum setting for heating 68 degrees

- Be careful not to turn heat on when not needed in fall and spring
- set thermostats to 60 degrees or off over night

Water –Sewage:

Leaks –leaking faucets –urinals – commodes – water coolers

Water used not returning to sewage – watering fields billed on a separate meter