

Piqua City Schools General Energy Management and Conservation Guidelines

All staff members are expected to be an “energy saver” as well as an “energy consumer.” Staff members are expected to cooperate with the administration and operations manager in implementing these guidelines. The operations department will continue to maintain a preventive maintenance and monitoring plan for the facilities and systems.

The principal and operations manager shall work together to monitor energy usage at each building and will work together to help staff implement the energy management plan.

The head custodian in each building is responsible for implementing the guidelines of this policy in all the common areas of the building, such as hallways, gyms, commons, etc. The teacher is responsible for implementing the guidelines of this policy in the classroom during his/her normal working hours.

Energy Conservation Measures:

1. Classroom doors should remain closed whenever possible. Outside doors should be closed as much as possible. Notify principal of any temperature control issues.
2. All office machines (copy machines, laminating equipment, etc.) shall be turned off each night and during unoccupied times. Fax machines should remain on.
3. All computers shall be turned off each night. This includes the monitor, local printer, and speakers. Other computers and/or printers may be excluded on a case-by-case basis upon approval. **Network and server equipment is excluded.**
4. The technology department will program all capable PC's for the “energy saver” mode using the power management feature. If network constraints restrict this for the PC, ensure that the monitor “sleeps” after twenty (20) minutes of inactivity.
5. Classrooms shall not have refrigerators, microwaves, coffee makers or other appliances unless they are used for instructional purposes.
6. All unnecessary lighting in unoccupied areas will be turned off. Teachers should make certain that lights are turned off when leaving the classroom empty. Utilize natural lighting whenever possible. Only security lighting should be on after school hours. Exterior lighted signage shall be turned off at night.
7. All outside lighting shall be turned off during daylight hours.
8. Gym and multi-purpose room lights should not be left on unless the room is being utilized. However, gym lights may be left on in consideration of the amount of time it takes for the lights to be fully on after being turned off.
9. Refrain from turning lights on unless definitely needed. Remember that lights not only consume electricity, but also give off heat that places an additional load on the air conditioning and thereby increases the use of electricity necessary to cool the room.
10. No auxiliary electric heaters allowed.
11. Reduce, Reuse, Recycle as much as possible.