

BUSINESS SERVICES

OPERATIONS

MAINTENANCE

CONSERVATION OF ENERGY

In order to conserve energy, the principal shall ensure that the following procedures are followed:

1. Turn out lights when rooms are not occupied.
2. Do not cool rooms below 78 degrees or heat above 68 degrees.
3. Do no operate the air conditioner or heating units at any time WITH DOORS AND WINDOWS OPEN.
4. Heating and air conditioners must be programmed to go on as late as possible in the morning and go off as early as possible in the afternoon.
5. Be sure heaters and air conditioners are not operating on weekends, holidays, vacations, or in any unoccupied rooms or buildings.
6. It is the responsibility of the principal to see that security lighting is not operating during daylight hours. Should assistance be needed in setting utility time clocks or thermostats, a maintenance work order should be submitted.
7. Watch turf irrigation and do not allow water run-off.
8. Pilot lights must be turned off during summer vacation.

Legal Reference: None

Revised: April 19, 1988