

The School Board of Alachua County

ENERGY CONSERVATION ACTIONS

There are a number of actions that can be taken to conserve energy that range from simply raising awareness of the need to conserve to the controlling of energy loads (lights, air-conditioning, computers, etc.). Below is a list of actions that can be taken to reduce energy waste and improve building performance and energy efficiency.

For Principals:

	Appoint an Energy Coordinator for your school/office (Dean, Asst. Principal, Office Manager etc.)
	Present energy awards to awardees.

For Program Coordinators:

	Establish an <i>Energy Team</i> for your campus/office.
	Make sure room temperatures are consistent with the school district's policy on seasonal settings.
	Blinds or drapes on windows that receive direct sunlight should be closed when air conditioning systems are on and at night during the winter.
	Do not use assembly areas, such as the auditorium or gymnasium for small groups that can comfortably meet in smaller areas.
	Schedule the use of classrooms and other spaces wisely to reduce energy consumption. Resist using vacant classrooms. Use the fewest number of rooms necessary for summer and night programs.
	Schedule classes to maximize the utilization of classroom space in the buildings.
	Implement a lighting procedure. Keep lights off when space is unused. Identify common areas and appoint someone to be responsible for checking the lights.
	Keep doors and windows closed as much as possible during the heating and cooling seasons.
	Establish a resource center for energy education in your school.

		Solicit feedback from students and staff on energy conservation.
		Inform the public, parents and other groups about your school's energy conservation efforts.
		Promote opportunities for teachers and students to display their class work related to energy conservation.
		Establish checklists for key personnel to ensure that energy loads are controlled after hours.

For Teachers:

		Consider using service-learning projects for the energy curriculum to get students involved in awareness and monitoring activities, such as, morning announcements (science, language arts, math), meter reading (science and math), and energy patrols (science and math).
		Do not block classroom air supply and return grills with furniture or displays.
		Keep classroom doors and windows shut during heating or air-conditioning seasons.
		Close all windows and doors when leaving the classroom at the end of the day and turn off all equipment and lights.
		Close blinds at the end of the day and especially before weekends, holidays, and vacation periods. Keep blinds open during the day for maximum use of daylighting (but, avoid glare).
		Do not cover or block thermostats.
		Set back thermostats when leaving at the end of the day and especially just before weekends and holidays.
		Report faulty thermostats and other equipment that may be malfunctioning.
		Wear warmer clothes in cold weather and encourage students to do the same.
		Wear cooler clothes in hot weather.
		Turn off computers when not being used. Do not leave on overnight.
		Turn off lights when leaving the class room.

For Custodians:

		Check for proper thermostat settings and functions when finished with class room cleaning.
		Check for overheated and over cooled areas and adjust thermostats accordingly.
		Turn off power ventilators and exhaust systems when not needed.
		Turn off lights in unused spaces.
		Disconnect all unused electrical equipment.
		Turn off how water heaters when not being used.
		Follow shut-down procedures during weekends and vacation periods.

For Maintenance Technicians:

		Check all building insulation, caulking and weather-stripping. Repair caulking and weather-stripping as necessary.
		Inspect heating and air conditioning equipment periodically (filters, fan belts, coils).
		Replace worn seals, fittings, traps, etc., check ducts for leakage.
		Inspect drinking fountains for proper operation and leaks.
		Check all plumbing for leaks.
		Maintain hot water temperatures at 120 degrees F except in food preparation areas.
		Replace ceiling tiles when dislodged, broken, or missing.
		Keep door closer in good working condition.
		Repair damaged windows and doors immediately.
		Adjust timers to coincide with changes in Eastern Standard Time and Daylight Savings Time.