



## ENERGY MANAGEMENT PROCEDURES

TO: All Employees  
FROM: **Energy Management Team** - Joe Hoffman, Gil Sanchez, Ismail Yusuff, Dave Evenson, Andy Moo, Spencer Hoover, Joe Garcia, Richard Felix, Greg Christison, Peggy Graham, Jennifer Raza  
SUBJECT: ENERGY CONSERVATION

It is district-wide target to reduce electrical usage as well as promote sustainability. Every individual can play a part in reducing electrical energy consumption by implementing green practices. Each school site will be provided with a month-by-month history of electrical usage to serve as a reference while implementing this Energy Reduction Program.

### **The following energy conservation measures are to be implemented and remain in effect:**

1. Turn off the lights if you are the last person to leave a room. Many rooms have occupancy sensors but everyone needs to get into the habit of turning off lights everywhere consistent with reasonable security considerations.
2. Keep doors closed when the air conditioning and heating systems are on.
3. Do not block air supply and return vents with furniture or displays.
4. Reduce lighting in areas not in use, and encourage others to be alert for lighting left on when no one is present.
5. Turn off computers immediately after last use. Implement any "power down" energy conservation options your computer may have, but do not turn off your surge protector.
6. Turn off LCDs when not in use.
7. Turn off any equipment during the day, at night, on weekends and holidays that is not in use. This applies to computers, printers, scanners, coffee machines, laminating machines and other similar items that could be left running unnecessarily.
8. Advise Maintenance and Operations (Ext. 5300) of any unnecessary lighting at your site which you believe can be diminished or eliminated consistent with appropriate security considerations.
9. Remove personal refrigerators, space heaters, coffee mug warmers, microwaves, toasters, fans, air purifiers and any other unapproved energy using appliance.
10. Take all animals home during breaks.

### **The following actions have been taken district wide to reduce electrical consumption:**

1. All HVAC systems (heating, ventilating and air conditioning systems) have been set to go on twenty minutes to one hour before the start of the instructional day, and go off at the end of the instructional day.
2. Occupied room temperature to be maintained between 68 and 74 degrees for IUSD as follows:
  - a. Room temperature will HEAT up to 68 degrees.
  - b. Room temperature will COOL down to 74 degrees.
3. During unoccupied hours all HVAC systems will be shut off unless requested in advance to be scheduled on.
4. Outside lighting (with a few exceptions) goes on at dusk and off when staff closes the site.

Your understanding and cooperation is appreciated.

**Call Jennifer Raza (Ext. 5392) to report any energy concerns, suggestions or ideas.**