



File EK-R

ENERGY CONSERVATION PROGRAM

The conservation measures outlined below should be brought to the attention of all employees at least annually, preferably at the beginning of the school year. The cooperation of all concerned will be necessary to make this conservation program successful. Continued emphasis on the need to conserve energy is essential.

A. Responsibilities of the custodial staff

1.
 - a) Pay particular attention to weather stripping and caulking of all doors and windows and closers on all doors.
 - b) Make regular checks of all filters and replace as necessary and according to the replacement schedule.
 - c) Check the condition of the insulation on heating pipes and ducts.
 - d) Do not adjust controls served by energy management systems standards and procedures without prior consultation and approval of the Assistant Supervisor of Operations.
2.
 - a) Organize the school cleaning program to minimize the use of lighting.
 - b) Check daily for leaking taps, pumps, drinking fountains, shower heads, toilets, urinals, etc.
 - c) Turn off water supply to urinals on weekends.
 - d) Clean tap strainers regularly.

B. Responsibilities of the Operations Department

- a) All mechanical systems should be checked regularly for efficient operation.

C. Responsibilities of the Principal and teaching staff

- a) Efficient use of paper resources (duplicating, computer, etc.) is expected.
- b) Electrical appliances are to be turned off when not in use.
- c) Incandescent lights are to be turned out immediately when not in use.



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- d) Fluorescent lights are to be turned off if they will not be in use for a minimum of ten (10) minutes.
- e) Maximize the use of natural light whenever possible. ‘
- f) Restrict, when possible, the use of washers, dryers, kiln, etc. to times when they are fully loaded.
- g) Unused areas should be isolated and, where possible, heat and light levels reduced to the minimum.
- h) Laboratory exhaust hoods are to be closed when not in use.
- i) Schedule evening classes, special events and after hours use of buildings so as to minimize energy consumption.

D. Education and information

1. As appropriate curriculum and resource materials become available, the teaching staff at all levels is expected to offer instruction in the basic concepts of energy, the environment, natural resources and the importance of conservation.