

## MAINE SCHOOL ADMINISTRATIVE DISTRICT #33

**Maine School Energy Savers**

Ten things schools can do now, at no or little cost, to reduce their energy use are:

1. Heating - check operating times and adjust them to better reflect actual need.
2. Heating - check temperature set points and adjust to appropriate levels and ensure optimal system balancing to prevent hot and cold spots.
3. Heating - keep windows shut when heat is on and shut them at the end of each day.
4. Lighting - switch off lights at the end of every period and at the end of the day.
5. Lighting - appoint student monitors to inspect communal areas such as bathrooms and conference rooms, and switch off lights if they are not needed.
6. Information Technology (IT) - switch off monitors and PCs at the end of the day and only switch them back on as they are required. Enable standby and power down facilities on all equipment, particularly shared equipment such as printers and copiers.
7. Buses - develop and implement a bus idling and warm-up program. Do not idle buses and do not warm up buses for more than five minutes. Determine efficient use of buses (fewer afternoon runs due to fewer students, optimal routes, etc.).
8. Electrical equipment - inspect the school to determine what electrical equipment can be switched off overnight. Examples include any drinking water appliances (hot or chilled water), IT equipment, vending machines with non-perishable goods, and lights. Label them with green stickers to help staff identify equipment that can be switched off.
9. Coffee Pots/Microwaves/Refrigerators - determine and designate areas where these common items can be shared. Develop, implement, and communicate a policy of only communal use of these items. Possible methods of deterrence include removal of unauthorized items or charging a usage fee to staff bringing them into school. Use of personal space heaters, refrigerators, and other personal appliances is not permitted.
10. Install seven-day timers and/or occupancy sensors on equipment and lights that continue to be left on unnecessarily (gyms, bathrooms, custodial closets, etc.).

History:	Adopted	Meeting #352	November 7, 1979 (as policy ECB)
	Revised	Meeting #892	October 4, 2010
	Revised	Meeting #923	February 4, 2013