

## TIPS FOR SAVING ENERGY

- Recheck all fossil fuel burners to ensure that they are operating in the most efficient manner possible.
- Consider changing to more efficient or lower cost fuels if burners have dual fuel capability.
- Check and repair the seals and weather stripping around all doors and windows. Add weather stripping if appropriate.
- Ensure that all air filters have been changed according to the maintenance schedule.
- Ensure that all intake and exhaust grilles, air diffusers, etc. are clear of obstructions.
- Check automated building controls for proper settings and operation.
- Stagger the start-up times of electrical equipment to minimize the peak surge.
- Check the location of thermostats. Relocate if they are in a place subjected to excessive solar heat or in a place that is normally warmer or cooler than the rest of the building.
- Ensure that recommended room temperatures and light levels are maintained.
- Check water heaters for proper temperature and operation.
- Check and adjust automatic door closers for proper operation.
- Install occupancy sensor light switches.
- Replace incandescent light bulbs with Compact Fluorescent Lights (CFLs).
- Turn off lights when rooms are not in use.
- Turn off computers and monitors when not in use.
- Evaluate after hours use of school buildings, particularly kitchen areas. Consider charging a fee if not currently doing so.
- Encourage car pooling by staff and students. Develop incentives such as preferred parking and/or reduced parking fees for car poolers.
- Implement an anti-idling policy for school buses.
- Avoid unnecessary deliveries or supply trips. Coordinate and consolidate supply trips and deliveries between departments.
- Ensure that all kitchen equipment, both hot and cold, is properly calibrated for temperature and operates properly.
- Check and repair door gaskets on ovens, refrigerators and other equipment.
- Consolidate storage in freezers and refrigerators where possible. Turn off any unused units. If refrigerators or freezers have an “efficiency” setting, make sure it is on.
- Avoid turning on kitchen equipment earlier than necessary. Preheat units only for the minimum amount of time needed to reach the correct temperature.
- Ensure that dishwashers are full before they are operated.
- Conduct a risk analysis and consider reducing the time outside lights are operating. Install timers or photo sensors if needed. Be sure to adjust for the change to/from daylight savings time. Coordinate with local police.
- Ensure that all district owned vehicles and other motorized equipment is properly serviced and running efficiently.
- Encourage students and staff to identify energy saving measures. Give an award to the class whose idea saves the most energy.