

Gloucester Public Schools

Energy Conservation Guidelines Summary

“Every person is expected to be an energy saver as well as an energy consumer.”

Purpose: By conserving energy we will free up resources for direct educational purposes.

Heating Season

Occupied room temperature settings are to be a maximum of 72 degrees.

Unoccupied room temperature thermostat settings to be 55 degrees. This setting may be adjusted when experiencing extremely cold temperatures.

Room doors and windows are to remain closed while heat is on.

During spring and fall seasons when there is no threat of freezing, the heating units should be turned off during unoccupied hours.

Cooling Season

Occupied room temperature settings not to be below 74 degrees.

Units should be turned off during unoccupied hours.

Keep room doors and windows closed during a/c equipment operation.

No air conditioning operated in classrooms and computer labs without servers during the summer unless the rooms are used for summer school.

Rooms with computer network servers should have a cooling temperature set point that will maintain the lab temperature at a maximum of 85 degrees during unoccupied hours.

Lighting

Teachers are to make sure lights are turned off when classrooms is unoccupied.

Gym, auditorium, cafeteria and teacher workroom lights are to be turned off when the space is not in use.

Outside lights to be turned off during the day.

Custodians are to only turn on lights in the space where they are working during non-school hours.

Storage and mechanical room lights are to remain off when no one is working there.

Office lights are to be turned off when the office is not occupied.

Miscellaneous

All computers (except essential servers) monitors and peripherals are to be turned off at the end of the day.

All capable PC's should be programmed to use the “energy saver” mode.

Make sure all exhaust fans are off at the end of the day.

Turn off all kitchen equipment when not in use.

Turn off all copiers and office machines at the end of the day.

Report overheating rooms to custodians.

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