General Guidelines for Energy Saving Program

- **Turn off all lights when area is not occupied**
  
  If 10 schools turned off their lights for one minute it could save $88.00
  
  Lighting a classroom overnight wastes enough energy to heat water for 1000 cups of coffee.

- **Thermostats should be set at 75 to 78 for summer occupancy**

- **Thermostats should be set at 71 to 74 degrees for winter occupancy**
  
  For every degree the thermostat is changed it could reduce or increase the cost of the controlled area by 5%.

- **All Computers turned off at night or when not in use.**
  
  Each technology plug-in transformed is .10 to .25 cents per month.
  
  Computers with standard peripheral devices cost $5.00 to $12.00 per month depending on the number of connected devices.
  
  Remember to switch off your computer monitor when not in use. Monitors can account for up to half of your computer's electricity requirement.

- **All Television sets, Interactive Displays, Projectors turned OFF when not in use.**
  
  A 65” LED Flat Panel can consume upwards of 150 watts!

- **Coffee pots, refrigerators only in office areas, teachers lounge areas or site designated central locations.**
  
  Coffee pots cost $5.23 per month if you make two pots of coffee per day.
  
  Small under the counter refrigerators are upwards of $3.75 a month.

- **Keep outside doors and windows closed when the building is being conditioned.**

- **No portable heaters in building**

- **No touch lamps with halogen bulbs.**

- **Turn off laminators when not in use.**

### Cost for non-essentials items in classroom areas

<table>
<thead>
<tr>
<th>Item</th>
<th>Description</th>
<th>Cost per year</th>
</tr>
</thead>
<tbody>
<tr>
<td>Refrigerator</td>
<td>Small college dorm type, 3.5 to 6 CF</td>
<td>$50.00</td>
</tr>
<tr>
<td>Microwave</td>
<td>Microwave if none in lounge area</td>
<td>$60.00</td>
</tr>
<tr>
<td>Air Freshener</td>
<td>Plug in freshener, “Scentsy”</td>
<td>$10.00</td>
</tr>
<tr>
<td>Coffee Pot</td>
<td>Coffee pot if none in lounge area</td>
<td>$70.00</td>
</tr>
</tbody>
</table>
Notice of Personal Refrigerator for medical purposes

<table>
<thead>
<tr>
<th>Building:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Room #</td>
</tr>
<tr>
<td>Teacher</td>
</tr>
</tbody>
</table>

Personal refrigerator is needed for storage of medication or specific dietary needs for medical condition.

(Principal’s approval)