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 degrees for summer occupancy
✓ Thermostats should be set at 72 to 75 degrees for winter occupancy
  • For every degree the thermostat is changed it could reduce or increase the cost for the designated area by 5%.

✓ All computers turned off at night or when not in use.
  • Each plug in transformer for technology is .10 to .25 per month
  • Computer with standard peripheral devices cost $5.00 to $12.00 per month depending on number of connected devices.
  • Remember to switch off your computer monitor when it is not in use. Monitors use over 60% of your computer’s electricity output.

✓ All Television set, D.V.D and DVR’s turned off (unless in timer mode).
  • A 36” LCD flat screen TV cost $14.32 per month.

✓ Coffee pots, refrigerators only in office area, teachers lounge areas or site designated central locations.
  • Coffee pot cost $5.23 per month if you make two pots of coffee per day.
  • Small under the counter appliance refrigerator $3.75 per month.

✓ Keep outside doors and windows closed when building is being conditioned.
✓ No portable heaters in building.
✓ No coffee warmers
✓ No touch lamps with halogen bulbs.
✓ Turn off laminate machines when not in use.
✓ Copiers to be programmed for energy saving mode.
  • Photocopier left on overnight uses enough energy to produce over 1500 copies.

<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 refrigerator 3.5 to 6 CF</td>
<td>$50.00</td>
</tr>
<tr>
<td>Microwave</td>
<td>Microwave in none lounge area</td>
<td>$60.00</td>
</tr>
<tr>
<td>Air Freshener</td>
<td>Plug in air freshener</td>
<td>$10.00</td>
</tr>
<tr>
<td>Coffee pot</td>
<td>Coffee pot in none lounge area</td>
<td>$70.00</td>
</tr>
<tr>
<td>Keurig</td>
<td>If turned off after single use</td>
<td>$0.00</td>
</tr>
</tbody>
</table>

Noted exception: If personal refrigerator is needed for medical or health purposes.