



**St. Tammany Parish School Board  
School Energy Management Plan  
2006**

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(School Name)  
**ENERGY MANAGEMENT PLAN**

**I. Purpose**

The \_\_\_\_\_ School is committed to energy conservation through energy efficient facilities operation and behavioral strategies. Energy efficient operations can create an improved learning environment that increases the comfort and productivity of all employees and students. In recognition of this responsibility, our school will institute an energy management plan to reduce the use of energy and utilities resources.

**II. Goal**

The \_\_\_\_\_ School believes that all employees and students should learn and practice ways to reduce energy consumption on a daily basis by instilling lifelong habits for energy conservation.

**III. Objectives**

The administrator will be responsible for the total energy usage of our building. The administrator will be provided information reflecting the energy consumption for our building on a monthly basis.

The administrator will ensure that all school equipment is maintained to operate as efficiently as possible.

The administrator will provide in-service training for all employees and students on the need to conserve energy.

Our school will have an Energy Manager as the head of an Energy Management Leadership committee who will implement the district's Energy Management Program.

Our school will adopt an energy management plan modeled after the district plan. The energy management plan will be updated every three years.

Our school will have a performance contract stating annual energy conservation goals.

Our school will encourage parent volunteers and the outside community to become involved in the implementation of our energy management program.

Our school will consolidate after-school activities into as small an area as possible to achieve energy efficient use of the facility.

The faculty and staff will follow the reminders, guidelines, and shutdown procedures provided by the Energy Management Program and found in the district Energy Management Manual. This manual will provide energy savings directives for the efficient use of cooling/heating systems, lighting, electrical equipment, and water.

The faculty will incorporate energy conservation lesson plans that address Louisiana Curriculum Standards, Grade Level Expectations, and the STPSB online curriculum into the instructional program.

The staff and students will strive to meet the energy usage target set by the district energy management program.

The staff and students shall use energy as efficiently as reasonably possible.

The staff and students will minimize the use of energy while maintaining an environment conducive to the comfort, health, safety, and well-being of all employees and students.

All employees and students will be expected to contribute to the conservation of energy in our school.

## **St. Tammany Parish School Board Energy Management Program Site Performance Contract**

The St. Tammany Parish School Board (STPSB) is committed to energy conservation through energy efficient facilities operation and behavioral strategies. Energy efficient operation of facilities can create an improved learning environment that increases the comfort and productivity of all employees and students. In recognition of this responsibility, our school will implement this energy management plan to reduce the use of energy and utilities resources.

The staff and students of \_\_\_\_\_ School appreciate our role as stewards of natural resources. We understand that a more conservative use of energy will be of benefit to us now and in the future. In recognition of our responsibility, we will implement the STPSB energy management plan and will work to reduce energy consumption in our school building by at least 10% this school year. We will accomplish this goal by remembering to follow all of the reminders, guidelines, and shutdown procedures provided by the Energy Management Program and found in the STPSB Energy Management Manual.

Principal's Signature \_\_\_\_\_

Date \_\_\_\_\_

## **Energy Management Tips**

### **I. TEACHER, STAFF, AND STUDENT REMINDERS:**

1. Turn off room lights during unoccupied times.
2. Turn off computers, monitors, printers, copiers and other business equipment at the end of the school day.
3. Turn off monitors when computers are not being used during the day. (Screen savers do not save energy.)
4. Use recommended air conditioner/heater settings during occupied times.
5. Use recommended air conditioner/heater setback temperatures during unoccupied times.
6. Turn off air conditioner/heater/fan when outdoor temperatures permit.
7. Turn off individual air conditioner/heater/fans when rooms are empty longer than 15 minutes.
8. Turn off air conditioner/heater/fans at the end of the day.
9. Use ceiling fans when rooms are occupied.
10. Avoid blocking air conditioner return/supply grills with furniture, books, and papers.
11. Ensure that air conditioner/heater grill and filter are clean.
12. Lower blinds to prevent solar gain (heat) during cooling season.
13. Close exterior and interior doors to retain conditioned air during occupied and unoccupied times.
14. Minimize energy usage and unoccupied classrooms and other areas while lunch is being served in the cafeteria.
15. Choose a student energy monitor for each classroom every week who will make sure that energy is being used properly.
16. Form a Student Energy Patrol to ensure lights are out when rooms are empty (check classrooms, the cafeteria, the auditorium, etc.).
17. Have students make signs and stickers to remind people to conserve energy and post throughout the school.

### **II. COMPUTERS AND MONITORS SHOULD BE SET TO GO INTO A SLEEP MODE WHEN NOT IN USE DURING THE DAY**

Use these directions to set correct computer/monitor power settings:

1. On the desktop screen, right click mouse
2. Select "Properties"
3. On "Display Properties" screen, select "Screen Saver" tab
4. In "Monitor Power" area, click "Power" button
5. In "Settings for Home/Office Desk (or Portable/Laptop) power scheme" area, use dropdown options to select:

- a. Turn Off Monitor: after 20 minutes
  - b. Turn Off Hard Disks: Never
  - c. System Standby: after 20 minutes
  - d. System Hibernates: Never
6. Click “Apply”, “OK”, “OK” to return to the desktop
  7. Contact your school Technology Liaison, Computer Lab Teacher, or the Information Technology Support Desk (898-6416) to get help with setting your computers and monitors to the correct power settings.

### **III. AIR CONDITIONER/HEATER THERMOSTAT SET POINTS ARE AS FOLLOWS:**

1. Occupied time cooling: **72-76°F**; Unoccupied times setback to **80°F**
2. Occupied time heating: **68-72°F**; Unoccupied times setback to **55°F**

### **IV. SETTINGS FOR AIR CONDITIONER/HEATER WITHOUT CONVENTIONAL THERMOSTATS:**

1. Set individual room air conditioner/heaters to moderate level (midway on numbered dials; where blue and red arrows meet on colored dials).
2. Turn off individual room air conditioner/heaters during unoccupied times and close blinds and doors.

## Energy Management Guidelines

| St. Tammany Parish School Board<br>Energy Management Guidelines   |  |                    |
|---|--|--------------------|
| <b>Classrooms/Computer Labs/Libraries/Reception Area/Offices</b>  |  |                    |
| TASK  | HOW OFTEN AND WHEN?  | PERSON RESPONSIBLE |
| Set thermostat at 72-76°F for cooling and 68-72°F for heating.* In the case of individual room units, set thermostats at moderate setting, 5 or 6, or where the blue and red arrows meet. | Occupied times   | Occupants          |
| Turn AC or heat off. When thermostat is present, setback to 80°F for cooling and 55°F for heating. (Except as directed by principal on extreme temperature days.)                         | End of each day  | Occupants          |
| Keep windows and doors closed while AC or heat is operating.  | Daily  | Occupants          |
| Use ceiling fans, if available, and raise AC thermostat by 5-7°F to compensate. Turn fans off when room is unoccupied   | Daily during cooling season                                    | Occupants          |
| Do not allow furniture or other items to block supply or return air grills.   | Daily  | Occupants          |
| Keep doors to the outside and to unconditioned hallways closed while the AC and heat are operating.   | Daily, when conditioning is being used                         | Occupants          |
| Check filters in window and individual room air conditioners and report to principal if they need cleaning.   | The first of each month  | Occupants          |
| Keep window coverings closed to prevent solar gain through windows.   | Especially on hot days   | Occupants          |
| Report broken window panes and air leaks around doors or windows to principal.  | As they occur  | Occupants          |
| Turn lights off.  | Each time the room will be unoccupied for more than 5 minutes. | Occupants          |
| Report malfunctioning lights to the principal.  | As they occur  | Occupants          |
| Turn off outdoor lights during daylight hours. Minimize use of lights at night, except where safety and/or security are a   | Daily  | Occupants          |

|  |  |                               |
|--|--|-------------------------------|
| concern.   |  |                               |
| If solar gain is not a problem, use natural lighting and turn off lights. In all cases, use only the amount of light necessary for the task at hand. | Daily  | Occupants                     |
| Turn off all computers and electrical equipment.   | At end of day and/or when not in use for 15 or more minutes. | Occupants                     |
| Set computer power options properties to "System Standby" in 20 minutes; "Turn Off Hard Disks": Never; and, "Hibernate": Never.                      | At the beginning of the school year                          | Occupants/Computer Technician |
| Turn off computer monitors and printers.   | When not in use and at the end of the day                    | Occupants                     |
| Set computer monitor power options properties to "Turn Off" in 20 minutes. Avoid using screen savers; they do not save energy.                       | At beginning of the school year                              | Occupants/Computer Technician |
| Report malfunctioning electronic equipment to the principal.   | As they occur  | Occupants                     |

\* In the case of computer-controlled energy management systems, the one person designated by the Central Office, should set and monitor all thermostats.

| St. Tammany Parish School Board<br>Energy Management Guidelines   |                             |                           |
|---|-----------------------------|---------------------------|
| <b>Kitchen (General)</b>  |                             |                           |
| <b>TASK</b>   | <b>HOW OFTEN AND WHEN?</b>  | <b>PERSON RESPONSIBLE</b> |
| Set thermostat at 72-76°F for cooling and 68-72°F for heating.* In the case of individual room units, set thermostats at moderate setting, 5 or 6, or where the blue and red arrows meet. | Occupied times              | Manager                   |
| Turn AC or heat off. When thermostat is present, set back to 80°F for cooling and 55°F for heating. (Except as directed by principal on extreme temperature days.)                        | End of each day             | Manager                   |
| Keep windows and doors closed while AC or heat is operating. (Exception: When a nearby window is being used to provide makeup air to the exhaust hood.)                                   | Daily                       | All Staff                 |
| Use ceiling fans, if available, and raise AC thermostat by 5-7°F to compensate. Turn fans off when room is unoccupied   | Daily during cooling season | All Staff                 |

|  |  |                             |
|--|--|-----------------------------|
| Keep doors to the outside and to unconditioned hallways closed while the AC and heat are operating.  | Daily, when conditioning is being used                       | All Staff                   |
| Check filters in window and individual room air conditioners and report to principal if they need cleaning.  | The first of each month                                      | Manager                     |
| Report broken window panes and air leaks around doors or windows to principal.   | As they occur  | Manager                     |
| Keep window coverings closed to prevent solar gain through windows.  | Especially on hot days                                       | All Staff                   |
| If solar gain is not a problem, use natural lighting, especially in the dining room, and turn off lights. In all cases, use only the amount of light necessary for the task at hand. | Daily  | All Staff                   |
| Turn lights off in cafeteria, pantry, restrooms, storerooms, and in walk-in refrigeration units.   | Whenever the areas are unoccupied                            | All Staff                   |
| Report malfunctioning lights to principal/custodian.   | As they occur  | Manager                     |
| Turn off all computers and office equipment.   | At end of day and/or when not in use for 15 or more minutes. | Manager                     |
| Set computer power options properties to "System Standby" in 20 minutes; "Turn Off Hard Disks": Never; and, "Hibernate": Never.  | At the beginning of the school year                          | Manager/Computer Technician |
| Set computer monitor power options properties to "Turn Off" in 20 minutes. Avoid using screen savers; they do not save energy.   | At beginning of the school year                              | Manager/Computer Technician |

\* In the case of computer-controlled energy management systems, the one person designated by the Central Office, should set and monitor all thermostats.

| <b>Kitchen (Equipment)</b>  |  |                       |
|---|--|-----------------------|
| Inspect evaporator and condenser coils for dirt and ice build up.                       | August, prior to the beginning of the school year (Note: Report to maintenance if they are not clean.) | Manager               |
| Keep doors to refrigerated boxes, both reach-in and walk-in, closed as much as possible | Daily  | All Staff             |
| Close milk boxes after the last child in each group has been served.                    | Between serving times  | Assigned Staff Member |
| Monitor temperatures in freezers and coolers (including                                 | Daily (Note: Temperature inconsistencies should be reported to maintenance after 3 days.)              | Manager               |

|   |  |                       |
|---|--|-----------------------|
| milk boxes). Coolers should be kept at 40°F and freezers at 0°F.  |  |                       |
| Watch for condensation on outside walls of coolers and freezers and unusual icing on walls or evaporator coil.  | Daily (Note: Report problems to maintenance.)        | Manager               |
| Inspect door seals and gaskets. Report to maintenance if deterioration is apparent.   | Monthly  | Manager               |
| Cover all containers before placing food in refrigerated boxes.   | Daily  | All Staff             |
| Check equipment arrangement. Do not allow heat-producing equipment to be placed near refrigeration equipment. Do not allow any equipment to block supply or return air grills.            | August, prior to the beginning of the school year    | Manager               |
| Keep all equipment clean and functioning properly.  | Daily (Note: Report malfunctions to maintenance.)    | All Staff and Manager |
| Check flames on all gas appliances. Report yellow or orange flames to maintenance.  | Daily  | All Staff             |
| Operate exhaust hoods only while cooking. Turn them off as soon as cooking is complete.   | Daily  | All Staff             |
| Monitor water temperatures. In dishwasher without chemicals in the final rinse, temperatures must be maintained at 180°F. With chemicals in the final rinse, temperature should be 140°F. | Daily (Note: Report inconsistencies to maintenance.) | All Staff and Manager |
| Change/clean filters that collect grease and dust.  | Every other week                                     | Custodian             |
| Turn off faucets.   | After every use                                      | All Staff             |

|   |                               |                           |
|---|-------------------------------|---------------------------|
| <b>St. Tammany Parish School Board</b><br><b>Energy Management Guidelines</b>   |                               |                           |
| <b>Home Economics Classroom</b>   |                               |                           |
| <b>TASK</b>   | <b>HOW OFTEN AND WHEN?</b>    | <b>PERSON RESPONSIBLE</b> |
| Monitor water temperatures. If there is a dishwasher, water heater should be maintained at 140°F. Otherwise, 115°F is sufficient and safer. | August, December              | Parish Maintenance        |
| Keep all equipment clean and  | Daily (Report malfunctions to | Teacher                   |

|  |   |                  |
|--|---|------------------|
| functioning properly.  | maintenance)  |                  |
| Inspect door seals and gaskets on refrigeration and cooking equipment.                         | Monthly (Report deterioration to maintenance)           | Teacher          |
| Inspect evaporator and condenser coils on refrigerators and freezers for dirt and ice buildup. | August (Report to maintenance if they are not clean)    | Teacher          |
| Check for water leaks.   | Daily (Immediately report leaks to principal/custodian) | Teacher          |
| Clean lint filter for clothes dryer.   | Each time it is used                                    | Teacher/students |
| Use cooking principles that promote energy efficiency in cooking lab.                          | Daily   | Students/teacher |
| Check vent on clothes dryer to be sure it is properly connected.                               | August  | Teacher          |
| Clean and defrost freezers.  | August, January, May                                    | Students         |
| Turn all equipment (both cooking and sewing) off after use.                                    | Daily   | Students         |

**St. Tammany Parish School Board**  
Energy Management Guidelines

**Teachers' Lounge/Workrooms**

| <b>TASK</b>  | <b>HOW OFTEN AND WHEN?</b>                              | <b>PERSON RESPONSIBLE</b>    |
|--|---|------------------------------|
| If hot water is necessary, set water heater at 110-115°F.  | August, December  | Parish Maintenance/Custodian |
| Set thermostats at 72-76°F for cooling and 68-72°F for heating.* Turn units off at the end of the day.   | Daily   | Custodian                    |
| Inspect door seals and gaskets on refrigeration and cooking equipment.   | Monthly (Report deterioration to maintenance)           | All Staff                    |
| Inspect evaporator and condenser coils on refrigerators and freezers for dirt and/or ice buildup.  | August (Report to maintenance if they are not clean.)   | Custodian                    |
| Check for water leaks.   | Daily (Immediately report leaks to principal/custodian) | All Staff                    |
| Check location of vending machines, ice machines, copy machines, and laminating machines in relationship to HVAC thermostats. Relocate them if there is a chance that the heat produced by these pieces of equipment may be affecting the thermostats. | Prior to the opening of school                          | Custodian                    |
| Keep doors to lounges and  | Daily   | All Staff                    |

|  |                      |              |
|--|----------------------|--------------|
| workrooms closed if adjacent hallways and classrooms are not conditioned.                        |                      |              |
| Clean refrigerators and defrost freezers.  | August, January, May | Staff member |
| Turn all equipment off after use. Don't forget to turn off the coffee pot at the end of the day. | Daily                | All Staff    |
| Turn off lights when these areas are not occupied.   | Daily                | All Staff    |

\* In the case of computer-controlled energy management systems, the one person designated by the Central Office, should set and monitor all thermostats.

| St. Tammany Parish School Board<br>Energy Management Guidelines   |                            |                           |
|---|----------------------------|---------------------------|
| <b>Gyms</b>   |                            |                           |
| <b>TASK</b>   | <b>HOW OFTEN AND WHEN?</b> | <b>PERSON RESPONSIBLE</b> |
| If using incandescent or fluorescent lights, turn them off when the gym is unoccupied. If using metal halide or mercury vapor light, they should be turned off if the gym will be unoccupied for more than 1 hour.                | Daily                      | Coach                     |
| Keep windows closed if the AC or heat is operating.   | Daily                      | Coach                     |
| Use fans instead of AC when they provide sufficient ventilation. When using AC or heaters, set thermostats at 72-76°F for cooling and 68-72° F for heating.*  | Daily                      | Coach                     |
| Report air leaks around doors and windows to the principal/custodian.   | As they occur              | Coach                     |
| Use natural lighting when sufficient.   | Daily                      | Coach                     |
| Evaluate the amount of hot water needed in this area. Eliminate unnecessary water heaters. Set thermostats on essential water heaters at 115°F or lower. Turn water heaters off during extended vacation periods and off-seasons. | August, December           | Custodian                 |
| Clean lint trap on clothes dryer after each use.  | Daily                      | Coach                     |
| Check dryer exhaust to be   | August                     | Custodian                 |

|   |  |  |
|---|--|--|
| sure it is properly connected and free of obstructions. |  |  |
|---|--|--|

\* In the case of computer-controlled energy management systems, the one person designated by the Central Office, should set and monitor all thermostats.

| St. Tammany Parish School Board<br>Energy Management Guidelines   |                            |                           |
|---|----------------------------|---------------------------|
| <b>Hallways</b>   |                            |                           |
| <b>TASK</b>   | <b>HOW OFTEN AND WHEN?</b> | <b>PERSON RESPONSIBLE</b> |
| Keep doors to outside closed while AC or heat is operating.   | Daily                      | All Staff                 |
| Keep automatic door closers in good repair.   | Daily                      | Custodian                 |
| If solar gain is not a problem, use natural lighting and turn off lights. In all cases, use minimal lighting in hallways.         | Daily                      | Custodian                 |
| Report broken window panes and air leaks around doors and windows to principal/parish maintenance.                                | As they occur              | Custodian                 |
| If hallways are not conditioned, keep doors closed to conditioned classrooms and offices.   | Occupied times             | All Staff                 |
| If it is essential to condition hallways, use extremely conservative temperature settings--76°F for cooling and 66°F for heating. | Daily                      | Custodian                 |
| Turn off lights at the end of the day.  | Daily                      | Custodian                 |



**HOLIDAY AND SUMMER SHUTDOWN PROCEDURES  
FOR ST. TAMMANY PARISH PUBLIC SCHOOLS**

General Instructions:

1. Each principal is to have a meeting with the head custodian/janitor and kitchen manager to review the attached *Summer Shutdown Checklist*. It must be stressed that every item on this list must be completed within 1 week following the last day of school.

2. The head custodian/janitor is responsible for completing all procedures on the list for the general school area within the assigned time period. He/she is also responsible for assisting the kitchen manager and staff in completing the shutdown procedures for the kitchen. If the custodian/janitor requires any assistance, he/she must report to the principal.

3. Kitchen managers are in charge of scheduling the shutdown of the kitchen area with the head custodian/janitor for the last full working day of the cafeteria staff.

4. Person responsible should check off items on the form as they are completed.

5. All procedures should be completed by \_\_\_\_\_ . Forms must be signed by  
Date

head custodian/janitor and cafeteria manager and turned in to \_\_\_\_\_  
Name, Title

by \_\_\_\_\_ .  
Date

6. If an item on the checklist is not applicable to your particular school, place N/A in the blank.

7. If there is a problem in completing any of these shutdown procedures, please contact

\_\_\_\_\_  
Name, Title

**ST. TAMMANY PARISH SCHOOL BOARD**  
**Holiday and Summer Shutdown Checklist**  
**(Page 1 of 2)**

• **CLASSROOMS**

- \_\_\_ 1. Lights OFF
- \_\_\_ 2. All miscellaneous equipment OFF
- \_\_\_ 3. All plants, living animals/fish to be REMOVED from classrooms
- \_\_\_ 4. All windows SHUT and SECURED
- \_\_\_ 5. Blinds, curtains, or shades CLOSED
- \_\_\_ 6. During winter shutdowns, lower thermostats on all gas heaters to 55°F.

• **RESTROOMS**

- \_\_\_ 1. Lights OFF
- \_\_\_ 2. Exhaust fans OFF
- \_\_\_ 3. SHUT OFF water to any leaking or continuously running plumbing fixtures, especially urinals
- \_\_\_ 4. LIST any leaking plumbing fixtures, including faucets, toilets, water coolers, etc. and report these to the principal.

• **HALLWAYS AND CORRIDORS**

- \_\_\_ 1. All lights OFF
- \_\_\_ 2. All water coolers UNPLUGGED

• **KITCHENS (WITHOUT SUMMER FEEDING PROGRAMS)**

- \_\_\_ 1. During winter shutdowns, UNPLUG empty milk coolers
- \_\_\_ 2. During summer shutdown, all possible coolers and freezers emptied, cleaned and turned OFF. \*\*\*If turning the unit OFF is not possible due to the age of the unit, empty the unit and turn the thermostat to 30°F in freezers and 55°F in coolers.
- \_\_\_ 3. All water heaters OFF

• **ADMINISTRATIVE AREA**

- \_\_\_ 1. Doors to conditioned areas should be kept CLOSED
- \_\_\_ 2. Lounge lights OFF when unoccupied
- \_\_\_ 3. Lounge refrigerators, soft drink machines and vending machines OFF, if practical
- \_\_\_ 4. Office equipment not in use should be UNPLUGGED

• **GYM**

- \_\_\_ 1. All lights OFF; for summer activities, natural lighting is to be utilized in lieu of lights whenever possible
- \_\_\_ 2. All water heaters and circulating pumps to be turned OFF
- \_\_\_ 3. AC OFF, if ventilating fans are available
- \_\_\_ 4. Shut OFF water to any leaking or continuously running plumbing fixtures, in particular, urinals



**SUMMER MAINTENANCE SCHEDULE**  
St. Tammany Parish School Board

| <b>School: Heating/Ventilation/Air Conditioning</b>  |                           |                        |                       |                 |
|--|---------------------------|------------------------|-----------------------|-----------------|
| <b>Task</b>  | <b>Person Responsible</b> | <b>Month Scheduled</b> | <b>Date Completed</b> | <b>Initials</b> |
| Clean and/or replace all filters.  | Custodian                 |                        |                       |                 |
| Clean all return and supply air grills, as needed.   | Custodian                 |                        |                       |                 |
| OTHER  |                           |                        |                       |                 |
| <b>Lighting</b>  |                           |                        |                       |                 |
| Replace all light bulbs that are not working or have dimmed with high efficiency bulbs.  | Custodian                 |                        |                       |                 |
| Clean light bulbs and fixtures.  | Custodian                 |                        |                       |                 |
| Clean diffusers.   | Custodian                 |                        |                       |                 |
| Clean windows to increase amount of natural light.   | Custodian                 |                        |                       |                 |
| OTHER  |                           |                        |                       |                 |
| <b>Water Heating and Use</b>   |                           |                        |                       |                 |
| Check temperature setting on all water heaters. Refer to school board energy management manual for acceptable temperatures.                            | Head Custodian            |                        |                       |                 |
| Permanently turn off hot water to areas where it is not necessary. Temporarily turn off water heaters that are not essential during the summer months. | Custodian                 |                        |                       |                 |
| OTHER  |                           |                        |                       |                 |

\_\_\_\_\_  
Signature of person verifying completion of work

RETURN THIS FORM TO: \_\_\_\_\_ BY: \_\_\_\_\_  
Name, Title