



Guidelines for School Custodians

1. **Only use lights and HVAC units in the room in which you are working. Shut down room as you leave. This is especially important during the summer months when students and teachers are not present.**
2. Turn off lights when you leave an area or when natural daylight is bright enough to perform the task at hand.
3. Turn off computer monitors, TV's, VCR's, and other equipment when they are not being used.
4. Investigate when exterior lights are on during the day and adjust controls or submit a work order as necessary. Exterior lights should be off during the day.
5. Support district standard cooling and heating set points: 72 to 76 for cooling and 68 to 72 for heating.
6. Change HVAC filters on a monthly basis or submit a work order as necessary.
7. Be observant of equipment and water running when they should be off.
8. Support district-wide conservation efforts by promptly submitting work requests for leaks and other maintenance issues.
9. Promote energy efficiency and resource conservation with staff and students and model energy conservation behavior.
10. Use these guidelines along with the Energy Conservation Tips Poster and the School Energy Management Plan.