



STPSB

Energy Management Tips

I. TEACHER, STAFF, AND STUDENT REMINDERS:

1. Turn off lights every time you leave a room unoccupied.
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 and turn them off when rooms are unoccupied.
10. Avoid blocking air conditioner return/supply grills with furniture, books, and papers.
11. Ensure that air conditioner/heater grill and filter are cleaned on a monthly basis.
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 in 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 and air conditioning is off 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.

For additional energy saving information, see the [STPSB Energy Management Website](http://energy.stpsb.org/) at <http://energy.stpsb.org/>