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, projectors, 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 (See Below).
5. Use recommended air conditioner/heater setback temperatures during unoccupied times (See Below).

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, except in modular buildings (See Below).
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. COMPUTER AND MONITOR ENERGY SAVING SETTINGS SHOULD BE SET TO GO INTO SLEEP MODE WHEN NOT IN USE

1. Turn off monitor when not in use by pushing the on/off button.
2. Turn off computers completely at the end of the day.

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.

IV. ADDITIONAL ENERGY MANAGEMENT GUIDELINES FOR CLASSROOMS IN MODULAR BUILDINGS AND ALL LIBRARIES:

1. Leave one PTAC or HVAC unit on at all times
2. Cooling Set Back Temperature is **75°**
3. Heat Set Back Temperature is **60°**
4. Keep interior doors open to hallways

For additional energy saving information, see the **STPSB Energy Management Website** at **http://energy.stpsb.org/**