



GISD
Christmas Holiday
Energy Management Guidelines



Please take the time to implement the following procedures for the Energy Management Program during the Christmas Holidays:

- All **Lights** in classrooms, lab rooms, storage rooms, closets, lounges, meeting rooms, conference rooms, gyms, locker rooms, stage areas, auditoriums, lobbies, rest rooms, personal desk lamps, Christmas lights, concessions areas and cafeterias shall be turned **OFF**.
- All **computers**, monitors, speakers and local printers shall be turned **OFF**.
- All office machines, large and small **copiers**, audiovisual, PA Systems, and laminating machines shall be turned **OFF**. (Fax machines **ON**)
- **Unplug**, and clean out all personal **refrigerators**. Keep door open.
- **Unplug**, all personal **appliances**: Radios, DVD, CD players.
- **The Principal, Director and/or Lead Custodian** will ensure that all **thermostats are set at 55 degrees** at STARS, BTC, Emma Roberson, Nettie Baccus, Brawner, Oak Woods, Maintenance, Transportation, Central Administration.
- **The Principal and/or Lead Custodian** will ensure that all “thumbwheel” thermostats at GHS, GMS, AMS, CNG, AES and Mambrino are set at 68 degrees. The computer automated **Tracer Summit System will adjust the temperature to 55 degrees**.

Merry Christmas and have a safe Holiday Season!