



## Spring Break Energy Conservation Guidelines



*Please take the time to conserve energy during Spring Break.*

- 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, 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**.
- **Unplug**, and clean out all personal **refrigerators**. Keep door open.
- **Unplug**, all personal **appliances**: (microwaves, coffee pots, music devices)
- **The Principal, Director and/or Lead Custodian** will ensure that all **thermostats are set at 55 degrees** at Emma Roberson, Nettie Baccus, Brawner, Oak Woods, Stars, BTC, Business Office, HR, Special Education, Maintenance, Central Administration, Curriculum, Technology, Transportation and Support Services.
- **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 ES will adjust the temperature to 55 degrees**.

*Have a Safe Spring Break!*