

GISD Energy Management Holiday Conservation Guidelines



Please take the time to implement the following key procedures for the GISD Energy Management Program during the Thanksgiving 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, Holiday 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**.
- **Unplug**, and clean out all personal **refrigerators**. Keep door open.
- **Unplug**, all personal **appliances**, radios, CD players, DVD players, etc.
- **The Principal, Director and/or Lead Custodian** will ensure that all **thermostats are set at 55 degrees** at Stars, Emma Roberson, Nettie Baccus, Brawner, Oak Woods, 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 Summit and Metsays computer systems will adjust the temperature to 55 degrees**.

Note:

Please forward to all GISD Employees.