Energy, Water and Resource Conservation

The Governing Board in response to Board policy 3511 hereby establishes specific programs, procedures and practices: Under the direction of the Superintendent or Assistant Superintendent of Business Services.

District Level Responsibilities

1. Adjust intercessions, summer school and all after-school programs or schedules and consolidate the use of facilities.
2. Provide adequate training and resources to support the Energy Conservation and Resource Management policy including educationally and procedurally.
3. Develop a brochure and/or handout of district approved guidelines and make available to every employee who specifically lists activities, responsibilities and procedures to reduce energy and resources.
4. Implement and maintain a preventative maintenance schedule for equipment
5. Develop a detailed list of equipment that are prohibited from classrooms and district-wide work stations
6. Develop an easy to use check-list for classroom teachers to review at the end of the day to help ensure practices are followed.
7. Research and continue to expand the utilization of “green products and materials”.
8. Maximize use of recycled reclaimed water for grounds.
10. Install energy management systems and moisture level sensing systems in all facilities.
11. Monitor energy and resource conservation programs to assure effectiveness.
12. Inspect all systems and make sure all systems are operating efficiently and effectively.
13. Plan and update all new and upgraded facilities incorporating “green” materials and energy and resource conservation equipment and building systems.
Department and Site Administrators

1. All non-authorized electrical appliances must be removed from the site. This includes: all refrigerators not located in the nurse’s office, food services, staff lounge or designated common areas, personal space heaters, microwaves and coffee pots not located in approved common areas or in the staff lounge; hot plates, toasters, electric frying pans, fish tanks and terrariums not directly related to instruction; and any other electrical device not required for daily curriculum activities.

2. Marquees and all exterior lighting must follow the “dark campus” policy. All lights must be turned off by 10:00 p.m. on school days. No lights are to be on during weekends and holidays.

3. Stadium lighting must be used judiciously. They do not need to be energized until one-half hour before dusk.

4. Athletic field lighting will be controlled by a locked switch with access given only to authorized HUSD employees. Field lights will be turned on no sooner than 30 minutes before a field activity and shut off 30 minutes after the end if an activity. When performing cleaning activities after an event, custodians will use only minimum lighting.

5. Kilns should be operated when utility rates are the least expensive, electric kilns should be operated after 8:00 p.m. during October to April and after 6:00 p.m. from May through September.

6. Swimming Pools – pool covers must be placed over the pool at the end of the last period or after a scheduled school-related event, to retain the heat of the pools and reduce the loss of water and chemicals through evaporation.

7. Vending Machines that dispense beverages will be equipped with motion detectors that turn off lights and compressors during periods of inactivity. Sites may request an exception only if they are willing to pay the full price of the electricity to power these types of vending machines.

8. Small group activities should not be scheduled for large meeting areas that require heating and air conditioning. Whenever possible, small groups should be scheduled in rooms that can be individually heated or cooled.

Teachers/ Staff

1. Turn off all computers, monitors and printers when they will not be in use for the next two hours. Do not use screen savers for this purpose.

2. Turn off all staff restroom, storage and lunchroom lights when leaving.

3. Turn off all classroom lights when leaving for more than 15 minutes, even if your room has motion sensors.

4. Keep all doors and windows closed when using air-conditioning or heating units.

5. Do not tamper with the thermostats. Report all problems to the site administrator.

6. Turn off all lights in non-use areas of your classroom or where students will not be working.

7. Involve the students. “Last one out turns off the lights” or designate students at a “watt watcher”. 
8. Report doors or windows that do not close or operate properly, exterior lighting (including parking lot lights) that remains on during daylight hours, and occupancy sensors that do not function properly.

9. Remove all personal coffee pots, microwaves, radios, portable heaters and refrigerators.

10. Be sure that all printers, copiers and other electrical equipment are turned off at the end of the day.

11. Unplug all equipment if the school site will be closed for one week or longer. (This includes all TVs, VCR/DVDs, copiers and printers).


**Custodians/Maintenance Personnel**

1. Make sure water heaters are set at the low setting and properly insulated.

2. Make sure all outside lights are off during daylight hours and that the “dark campus” policy is fully implemented.

3. Update times once a month to reflect changing sunrise/sunset times (irrigation, HVAC systems, etc.)

4. Turn off all electrical equipment after room is cleaned and make sure all systems are shut off at the end of the shift.

5. Report HVAC units that are not shut off.

6. Make sure windows are closed.

7. Turn off lights and HVAC units when leaving rooms.