

SAN DIEGO UNIFIED SCHOOL DISTRICT

Date: March 20, 2012
To: All Staff
Subject: UTILITIES CONSERVATION MEASURES
**Department and/or
Persons Concerned:** All Staff
Reference: None
Action Requested: Implement the following energy conservation measures

Brief Explanation:

The District has a responsibility to conserve energy resources, reduce the environmental impact of solid waste disposal, and reduce the annual expenses to the limited District general fund. Acting on all savings strategies for the District is an obligation of every staff member. The intention of this notice is to reaffirm that all staff have an impact on District expenses and are empowered to reduce costs by their actions each and every day.

Energy conservation and cost avoidance measures are very easy, and may seem obvious. Others will be more difficult and require some inconveniences and even sacrifices. In any case, it will take a district-wide commitment and effort at each site. One tool available for sites to review their energy usage is via the website Kwikview (instructions for use are on the energy website <http://www.sandi.net/Page/34018>). While shutting off one light switch, removing a single clock radio, or turning off a computer when not in use may seem insignificant at the site level; these actions, when taken district-wide where thousands of lights, radios and computers are not consuming power, have a very real affect on conservation and cost reductions.

District policy (G-4800) includes the requirement to reduce the environmental impact of solid waste disposal and to instill environmental responsibility in students by recycling while balancing financial costs and benefits. Under the District's current waste and recycling contracts, there is no cost to the District for removal of mixed recyclables (paper products, containers, cardboard, etc.), scrap metal and pallets. In addition, the District receives discounted rates for removal of separated landscape waste, wood waste, and construction and demolition material. The need to conserve resources, reduce waste, and recycle as much as possible, is essential in keeping costs down.

Specific energy conservation and solid waste management cost avoidance measures are included in this circular. If you have questions or concerns regarding energy conservation or recycling and waste management measures, please contact: Chris Nordstrom at cnordstrom@sandi.net (energy conservation) or Janet Whited at jwhited@sandi.net (recycling and waste management).

Drew Rowlands, Executive Director
Auxiliary Services

APPROVED:



Phil Stover
Deputy Superintendent

PS:DR:sl
Attachments 2
Distribution: Lists G

Energy Conservation Measures

- A. Turn off light switches when leaving a room, even those with occupancy sensors, as sensors have built in delays, and the switch is immediate. Report for repair any damaged or malfunctioning occupancy sensors.
- B. Turn off all lights in non-use areas of your classroom, or where students will not be working. Involve the students. "Last one out turns off the lights."
- C. Replace any remaining incandescent light bulbs with more energy efficient lamps in fixtures.
- D. Turn off all computers, monitors and printers when they will not be in use for the next one to two hours. Do not use screen savers for this purpose. Be sure that all printers, copiers and other electrical equipment are turned off at the end of the day.
- E. Prior to extended breaks or site closures **unplug** all copiers, printers, computers, TVs, VCRs, clock radios, microwaves, Promethean boards, Doc cameras and vending machines. These items use a lot of electricity if turned off, but not unplugged.
- F. All personal electrical appliances not directly related to instruction; or any other electrical devices not required for daily curriculum activities should be removed from the site. This includes: all refrigerators and food preparation appliances not located in food services or staff lounges. District-owned refrigerators for nursing and science labs are exempt, but should not be used for food storage.
- G. Donated used appliances should not be accepted. Though well intentioned, they tend to be older and inefficient.
- H. Marquees and all exterior lighting must follow the 'dark campus' policy. All lights must be turned off when buildings and/or sites are unoccupied.
- I. Stadium lighting must be used judiciously. They do not need to be energized until one-half hour before dusk and should never be used as security lighting. If there is extensive time between games, turn off one half of the stadium lights.
- J. Do not leave gym lighting on if the gym is not going to be occupied within two hours. Though most gym lights take time to become fully lit once turned on, it only takes a few minutes. Turn off lighting in locker room when unoccupied.
- K. Do not readjust thermostats. They have been set at district-required set points. For thermostats that are controlled within the space, use 75.5 degrees as the cooling point and 70 degrees as the heating point. Turn off the units when the room is not in use.
- L. Keep all interior and exterior doors and windows closed when using air-conditioning or heating units. Open doors allow heat or air-conditioned air to migrate to spaces other than those where it may be needed.
- M. Report doors or windows that do not close or operate properly, exterior lighting (including parking lot lights) that remain on during daylight hours, and occupancy sensors that do not function properly, to PPO Work Order Desk at (858) 627-7250.
- N. Look for other ways that you can contribute.

Custodial Staff:

- O. Update timers once a month to reflect changing sunrise/sunset times. Mechanical light timers should have two sets of trippers to allow for 'ON' and 'OFF' in the mornings and 'ON' and 'OFF' in the evenings so lights are not on all night.
- P. Do not leave lights on in offices during custodial operations except when actual work is being accomplished. Turn off area lights as cleaning is completed or if the custodian will not be returning to that area for more than ten minutes.

Recycling & Waste Management

Recycling - Recyclables, including all paper products (mixed paper), cardboard and containers (including aluminum, metal, plastic, glass containers, buckets, baskets, cans, jars, trays, bowls, pots, crates, bottles, tubs, etc.) shall be separated from trash in each classroom, school or district office, and common area where material is generated on campus, including kitchens, cafeterias, lunch courts, break rooms and district warehouses.

To maximize participation in the District's recycling program, containers designated for recyclables should be placed next to existing trash cans in classrooms and high traffic areas, such as hallways, lunch courts, sports fields, snack bars and stadiums. Administrators, teachers, managers and supervisors should encourage students and staff to properly participate in the recycling program and provide guidance as to what is acceptable for recycling.

Additional information and a variety of resources, including printable signage and teacher and staff resources are available on the Utility Management website at www.sandi.net/energy. Recycling staff is available to assist schools in expanding their recycling and waste reduction efforts. E-mail jwhited@sandi.net for more information or assistance.

Project Waste Management - School sites planning projects that may generate significant amounts of waste and recyclable material, such as those involving site closings, openings, moving/relocating, construction and clean-ups, should contact the Utility Management Section Recycling Program during project planning stages. This will allow recycling staff to assess the types and quantities of material that can be recovered for recycling, as well as determine cost effective trash disposal needs.

Furniture - Unwanted, useable furniture can be transferred to Materiel Control so it can be reused. Materiel Control also accepts damaged furniture so it can be sorted for metals or other materials prior to being disposed. Request for Furniture Transfer forms can be obtained online at <http://www.sandi.net/page/732>.

Wood Pallets: Wood pallets received at a District site can be collected for reuse and recycling by Distribution/Warehouse drivers. Please ask the driver to take pallets back to the warehouse. The District receives revenue from certain types of pallets, and others are collected at no charge. This saves money on waste disposal costs.

Supply Exchange – A Supply Exchange is available on the District's employee Newslines where teachers and all District staff can post excess items available for use by other sites or request items wanted. This is a great way to share resources and avoid disposing of items that others can put to good use. For more information, see the Newslines at <http://www.sandi.net/Page/27154>.