

Renew Our Schools Competition Student Do's and Don'ts

We want our students to stay safe! Please follow the guidelines below as your students participate in energy-saving tactics!

	DO	DON'T
Lighting	<ul style="list-style-type: none"> ✓ Shut off lights when not in use (note that this will also reduce the need for air conditioning) ✓ Turn off lights altogether if sunlight is sufficient ✓ Use light meters to measure over-lit areas; <u>To de-lamp</u>: 1. Follow foot-candle requirements (see below), 2. Administration must approve, 3. Request that custodian or maintenance staff de-lamp, 4. Document/track any changes to lighting (what, where and when), 5. Work with custodian to ensure proper storage, recycling, or disposal of lamps ✓ Remove incandescent standing lamps with owner consent (LED task lighting is an energy efficient substitute) ✓ Identify inefficient lighting fixtures in need of upgrading 	<ul style="list-style-type: none"> ✗ Take out lamps without permission or if a space requires that amount of light ✗ Unplug emergency lighting ✗ Remove task lamps or fixtures without owner's consent ✗ Dispose, store, or recycle lamps without custodian or maintenance staff's assistance ✗ Replace bulbs (without permission)
Equipment / Appliances	<ul style="list-style-type: none"> ✓ Shut down projectors and amplifiers when not in use; unplug projectors that are on a cart ✓ Shut down TVs, printers, and copiers when not in use ✓ Unplug unused equipment and/or set-up smart strips ✓ Remove small appliances such as mini-refrigerators, coffee-makers, fans, space heaters, microwaves, etc. with the permission of administration and owner ✓ Ask a custodian or maintenance staff for assistance to ensure removal of any equipment or appliance is properly handled and/or recycled ✓ Measure hot water temperatures and report those > 120°F ✓ Consider whether kilns, vending machines, kitchen equipment, exhaust hoods, etc. can be more efficiently operated; work with appropriate staff to discuss/implement energy efficient plans 	<ul style="list-style-type: none"> ✗ Attempt to unplug projectors that are attached to the ceiling ✗ Take out equipment/appliances without identifying proper removal procedures ✗ Remove or unplug equipment and appliances without the consent of the administration
Computers	<ul style="list-style-type: none"> ✓ Shut down computers and monitors at the end of the school day unless there are after school programs that require the use of the computer lab ✓ Shut down computers via the 'Start' menu, user interface shut-down or by gently tapping the power button 	<ul style="list-style-type: none"> ✗ Shut down computers by holding down the power button (this is hard on the computer)
Building Systems	<ul style="list-style-type: none"> ✓ Close open windows and doors ✓ Pull down shades if warm or open shades if cold ✓ Measure temperatures throughout building to assess hot or cold spots; Occupied buildings should be within a range of 73-75° during the cooling season and 68-71° during the heating season; inform HVAC Technicians of inconsistencies that need adjusting 	<ul style="list-style-type: none"> ✗ Cover vents or lights ✗ Attempt to change temperature settings without the administration's permission ✗ Alter operation of heating, ventilation, and air conditioning systems