



# **CUSTODIAL PROCEDURES FOR ENERGY CONSERVATION**

Per Board Policy AR 3511 adopted August 5, 2008

## **PLEASE POST**

The custodian's role as an energy conservation leader is a key to the overall success of energy management in school and District facilities. A total team effort on the part of all building occupants is required to effectively manage energy use. Custodians will make a difference as they take the following actions:

1. When working, keep exterior doors closed when building is air conditioned or heated.
2. Never leave multipurpose room doors opened for a length of time.
3. Support student recycling efforts at your site by providing containers and picking up recycling.
4. Check storage areas and rest rooms to be sure that the lights are off.
5. Turn off lights in unoccupied classrooms, work areas and restrooms.
  - Custodians will be given reminder postings for students and staff to remember to turn off lights.
6. Until all thermostats are connected to energy management systems, custodians will manually turn off all thermostats nightly.
7. Turn off all computer power strips at the end of the day.
8. Teachers are responsible for turning off their personal computers and power strips.
9. Most energy is wasted due to water leaks, lights that are left on and running fans and/or air conditioners that become part of the environment's background noise and are ignored. Do the monthly safety inspections and turn in any problem areas that are found such as water leaks, broken sprinkler heads and any other energy wasting items.
10. HVAC systems will not be on during heavy peak hours, so custodian should assign heavy work load during the cooler parts of the day and prior to noon in summer only.
11. Heavy energy-use equipment such as floor scrubbers, carpet extractors, etc. will be used during the off peak hours of 5:30 a.m. to noon to reduce electrical demand during peak periods.
12. When extracting carpets, open windows, use floor fans, and allow proper drying time.
13. Attend regular custodial meetings to keep informed of energy use savings.
14. Participate in energy management programs on campus including earth clubs, recycle programs, and any green cleaning standards that have been implemented.
15. Report any violations of these regulations to your immediate supervisor and/or Anthony Pipkins, Assistant Director of Operations.
16. Where and when possible, have the custodians work as a team, starting in portables and working to the primary buildings.