



HUSD Energy Conservation Procedures

Per Governing Board Policy 3511 Adopted August 5, 2008

PLEASE POST

1. Air conditioning thermostats will be set at 74 degrees and heating set at 68 degrees. Do not tamper with or adjust thermostat to any other setting.
2. Keep doors and windows closed when air conditioning unit or heater is on. All heating and air conditioning units replace air in classrooms or offices while the fan is on.
3. Please turn off all lights, electronic equipment, power strips, printers and TVs at the end of the day.
4. Please close or adjust all window blinds to deflect or filter the sun's rays.
5. All personal appliances or electronic devices including, but not limited to, refrigerators, area lights, microwave ovens, warming plates, fountains, coffee pots, radios, space heaters, area fans, digital picture frames and aquariums shall be prohibited in classrooms or offices. Refrigerators, coffee pots and microwaves are allowed in staff lounges or conference rooms with one per wing or classroom central pod only, regardless of the number of classrooms.
6. Air conditioning units will be shut off two days after the end of the school year. Teachers and staff in classrooms not used for summer school have two school business days after the last day of school to check out of the classroom and turn in the classroom key. Air conditioning will be turned on five school business days prior to start of school.
7. The District will utilize staff to monitor and audit all utility use. They will monitor all classrooms, offices and District facilities on a routine basis as well as coordinate programming of exterior lighting, and heating and air conditioning energy management system set points.
8. The District is participating in Southern California Edison's "Summer Discount Program" which allows Edison to turn off air conditioning units at all District facilities during an electrical shortage event, 15 minutes for every 30 minutes between June 1 and October 1. We expect minimal, if any, "events".
9. Air conditioning units will be turned on one hour before the start of the school or work day and one and a half hours at the end of the day. We will work with the sites on times unique to a site.
10. The District will work to accommodate special needs at the sites during the school year.
11. All skylights will be opened during the day to let in the natural light.