

Attachment A
Santa Monica – Malibu Unified School District
Santa Monica, California

Strategic Energy Conservation Procedure

10/19/17

1. Exterior Lighting
 - a. Light timers are to be adjusted to provide lighting for the sunset to 11:00 p.m. and one-half hour before arrival of staff. Programmable timers and sensors are to be installed as funding permits.
 - b. Inefficient lighting is to be replaced/eliminated.
2. Interior Lighting
 - a. All faculty and staff will turn off all interior lights when room is not in use and at the end of each day.
 - b. Wherever possible, such as in hallways, multipurpose rooms, and offices, lighting levels will be reduced by turning off unneeded lighting or de-lamping according to regulations.
 - c. Decorative/nonessential lighting is not to be used.
 - d. Lighting is to remain off until staff assigned to the area has arrived.
 - e. District-provided energy conservation signage, such as “Turn off the lights” and “Turn off this equipment” is to be affixed on all light switch plates and appropriate office equipment.
 - f. As funding permits, motion detectors are to be installed in areas where lighting may remain on after use such as in restrooms, staff lounges, and office areas.
 - g. Energy efficient lighting is to be installed in areas that have not been retrofitted such as for exit lights and in portable classrooms.
3. Heating, Ventilation and Air Conditioning (HVAC) Equipment
 - a. Thermostat setting in classrooms will be 72-76 degrees for cooling and 70-72 degrees for heating.
 - b. Thermostat settings in low-usage rooms (used less than 4 hours per day) will be 74-78 degrees for cooling and 70-72 degree for heating.
 - c. Fan settings are to be set to “on” during times of occupancy.
 - d. Thermostats/dial timers are to be manually set/programmed to start and end in conjunction with the times staff generally occupies the area.
 - e. Thermostats are to be turned off in areas vacated for extended periods.
 - f. Filters on HVAC equipment are to be changed in accordance with system operating guidelines.
 - g. All Doors and windows are to remain closed while are conditioning systems are in operation.
 - h. Space heaters are not to be used when the facilities HVAC system is properly operating.
4. IT and Electronic equipment
 - a. All classroom equipment is turned off when not in use and at the end of the day. This includes smart boards, projectors, printers and computers.

- b. Computer systems, including the Central Processing Unit (CPU), monitor and printer(s), are to be set to “sleep mode” when not in use for extended periods and shut down and turned off at the surge protector at the end of each day.
- c. All office supplies such as laminators, printers and copiers are to be shut down at the end of each day.
- d. If not undergoing a system update, all District computers to be shut down at sites closed during extended break and holiday periods (i.e. summer, winter, spring break, and off-track periods).

5. Appliances

- a. Non-instructional personal refrigerators, microwaves, coffee makers, water boilers, personal heaters, hot plates, toaster ovens should not be used throughout the district. Refrigerators, microwaves, and coffeemakers are to be consolidated and located in staff lounge/break areas.
- b. Coffee makers should be placed in designated lounge/break areas and turned “off” after use.
- c. All Refrigeration equipment and vending equipment refrigeration coils are to be cleaned according to manufactures recommendation.

6. Operations

- a. All doors to be closed when room is not in use and at the end of each day.
- b. Energy usage and savings to be monitored and carefully tracked.
- c. District-wide recognition programs are to be created to promote conservation efforts. When funding permits, incentive/reward programs may be implemented.
- d. Conservation awareness is to be emphasized at all district facilities.
- e. Use of energy monitors to visually track and monitor energy usage.
- f. Custodial zone/area cleaning is to be utilized at all sites to ensure lighting and HVAC systems will remain off until needed during cleaning by the custodial staff.
- g. Summer School and Inter-session classes are to be planned and operated in an energy efficient manner, including consolidating the number of schools and using portable classrooms rather than in single-building facilities when such a practice does not impede the instructional program and is found to be more cost effective than utilizing the main facility.