

**Dickinson ISD**  
**Abbreviated Energy Conservation Guidelines**

Every person is expected to be an “energy saver” as well as an “energy consumer.”

The teacher/staff member is responsible for implementing the guidelines during the time that he/she is present in the classroom/office.

The custodian is responsible for control of common areas; halls, restrooms, cafeteria, etc.

The principal/site administrator is responsible for the total energy usage of his/her site.

The Director of Energy Management maintains accurate utility records of each site, and performs routine audits of all facilities and communicates the audit results to the appropriate personnel.

- Utilize natural lighting where appropriate. Teachers should make certain that the lights are turned off when leaving their unoccupied classroom.
- All outside lighting should be turned off during daylight hours.
- Gym, cafeteria and auditorium lights should be turned off unless occupied.
- All lights should be turned off when students and teachers leave the school. Custodians will turn on lights only in the areas in which they are working.
- All heating, ventilation and air conditioning equipment should be set to the unoccupied setting during unoccupied hours. Classroom windows and doors should remain closed when HVAC equipment is operating. All vents should remain clear of obstructions.
- Thermostats for heating should be set between 68°-70° F. Thermostats for cooling should be set no lower than 72° F with 74F being the district standard.
- All office machines (copiers, laminators, scanners, printers, etc.) should be turned off every night and during unoccupied times. Copiers that also serve as fax machines should remain on.
- All computers should be programmed for energy saving modes. All classroom and lab computers, monitors, printers, scanners, and speakers should be off every night and when not in use. Network and server equipment is excluded.
- All Pod/Break room/office refrigerators should be emptied, cleaned and shut down (unplugged with doors propped open) for winter, spring and summer breaks.
- Portable building thermostats should be set no lower than 72F (cooling) or no higher than 70F (Heating) and should never be left set on “HOLD”.

**By following these simple guidelines to the best of our ability Dickinson ISD can do its part to conserve energy and put money back into our budget where it is needed most!**

If you have any questions or concerns please contact:

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