

Winter Break Energy Conservation Plan

- 1) **Turn off and unplug** all monitors, external speakers, AM/FM Radios and chargers. *Exception- Do Not Unplug Computers*, turn off the monitors but ensure green lights are on for hard drive. Power strips should be unplugged from the wall *unless a computer is plugged into it*. **Many items continue to draw small amounts of power even when not being used.**
- 2) **DO NOT unplug** any wires connected to computer hubs/switches or any network connections.
- 3) **Turn off and unplug all** small appliances, VCR's, DVD's, copiers, printers and projectors (both overhead and digital).
- 4) **Unplug all** refrigerators (remove perishables first). Exception - **Do Not Unplug Cafeteria Refrigerators.**
- 5) **Ensure all** urinals and toilets are not running or dripping. CHECK for leaks around water fountains, sinks, and toilets and **if any are found, be sure to submit a work order immediately to have them repaired.**
- 6) **Turn off all lights** (exception: lights needing to remain on for security and safety purposes). All staff to turn off lights in rooms upon exiting. **Ensure that all gym lights are off.**
- 7) **Turn off all** exhaust and ceiling fans.
- 8) **Unplug all** accessible water fountains and other unnecessary equipment.
- 9) **Set thermostats** to 55°F in mobile classrooms and areas where temperature controls are site based. **Ensure thermostats are in the "heating" mode and in "auto" position.** Change the thermostat settings to 55°F as other building(s) will allow. Please set these temperatures carefully to ensure that the units are **not** completely off. Contact maintenance at (336)370-2386 if you have any questions.
- 10) **Close and secure all** exterior windows and doors.
- 11) **Close blinds or shades** to reduce heat loss in the winter by up to 10%.
- 12) **Turn off** unnecessary kitchen equipment such as convection ovens, warming ovens, exhaust fans, etc. **Do not unplug milk coolers or ice machines.** Remember to check kitchen also for leaks and if any are found, be sure to submit a work order **immediately** to have them repaired.
- 13) **Do not block** wall or ceiling mounted HVAC units with furniture, bookcases, blocks, desks, etc. Three feet of clearance should be maintained in all directions from the supply and return air vents of HVAC units to ensure proper air flow.
- 14) **Immediately report** any HVAC issues to **Sentry Watch at (336)292-6468.** Follow-up with a work order.