

# Custodial Conservation Procedures

Please support energy conservation and savings with the following:

- Be a leader in energy conservation. Lead by example by turning off lights and equipment when not in use.
- Instruct others about your school's commitment to save energy.
- Be alert for energy waste at all times (lights, computers, heating and cooling systems left on when not needed are big energy wasters).
- Perform a shutdown checklist to be used at the end of each day to make certain that the building systems are shut down in an energy conservative manner.
- Weekends, holidays and breaks are excellent opportunities to save energy.
- Don't forget to turn off vending machines during extended breaks.
- Light only the room being cleaned. Turn lights off when leaving the room.
- Turn on corridor lighting only when needed and off as soon as possible.
- Work with fewer lights turned on when possible (areas with ample daylight such as corridors, entryways, commons).
- Turn off lights when possible throughout the day (i.e. classrooms and offices when no one is in the room). Take notice and thank teachers and staff who do their part to make your school energy efficient.
- Make sure outside lights are off during the day.
- Keep the heat inside. Close blinds at night to keep in the heat. Open during the day to let sun shine through and warm the inside of the building. Do the reverse during the cooling season.
- Keep exterior doors and windows closed while heating or cooling systems are operating.
- Recycle paper, cardboard, plastic, glass and metal whenever possible.
- Report all leaking faucets, pipes, irrigation systems and running toilets.
- Report heating and air conditioning problems to maintenance.
- Report damaged doors and windows to reduce the need for heating and cooling in the building.
- Make suggestions to maintenance staff and administration to improve energy and operational efficiency. Please call or email Julie North at ext. 28668 [jenorth@aps.k12.co.us](mailto:jenorth@aps.k12.co.us) or Craig Wright at ext.28644 [cawright@aps.k12.co.us](mailto:cawright@aps.k12.co.us)

Utility costs compete with APS educational programs, staff wages and supply accounts. Custodians play a critical role in supporting APS's Energy Conservation Procedures. Lighting systems represent approximately 40% of a school's electric costs. Behavior and awareness (turning off lights that are not in use) can reduce a school's electric costs by as much as 20%.

**THANKS TO EVERYONE FOR YOUR EFFORTS TO CONSERVE**