



SISC BULLETIN

SELF-INSURED SCHOOLS of CALIFORNIA

January 3, 2001

TO: District Superintendent
Directors of Maintenance, Operations and Transportation
SISC II Member Districts

FROM: Catherine Wilson Jones, CSP
Director, Safety and Loss Control

SUBJECT: Energy Conservation

California's electricity crisis could be amped up today with the expected release of a proposal by the Public Utilities Commission (PUC) that would hit school districts with double-digit rate increases and leave the state's big utilities grasping for more. This means that your utility bill expenditure will become an even bigger percentage of your district's budget than it is presently.

With the above as background, this memorandum is designed to assist you and your staff in implementing the following energy saving tips that will help you decrease the increase the PUC will be requesting.

OFFICE EQUIPMENT

- Turn off PCs, monitors, printers, and copiers every night and every weekend.
- Use e-mail or telephone instead of sending memos or faxing documents.
- Turn off coffee machines in the early afternoon.

LIGHTING

- Retrofit T12 lights with magnetic ballasts to T8 lights with electronic ballasts.
- Retrofit incandescent light bulbs with compact fluorescent lights.
- Evaluate lighting needs and remove excess fixtures and/or bulbs.
- Install motion detectors and/or time delay switches to control lighting in frequently unoccupied areas.
- Retrofit electric exit signs with phosphorescent signs.
- Reduce parking lot lighting to 25% after closing.
- Use motion detectors to operate exterior lighting instead of providing continuous illumination.
- Turn off or "clock out" any evening lighting during daytime hours.
- Turn marquee off from midnight to dawn.
- Turn off display cases at night or install timers.
- Separate decorative lights from general lights; establish on/off schedules for decorative lighting.

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