



# SISC BULLETIN

SELF-INSURED SCHOOLS of CALIFORNIA

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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.

P. O. Box 1847 ♦ Bakersfield, CA 93303-1847 ♦ <http://www.kern.org/sisc/>  
1300 17th Street - CITY CENTRE ♦ Bakersfield, CA ♦ (661) 636-4710 ♦ FAX (661) 636-4156

## **HVAC**

- Stagger equipment start times.
- Install time clocks or setback-programmable thermostats to maximize efficiency.
- Install locking covers on thermostats.
- Perform scheduled maintenance on units to maximize efficiency, evaluate current schedules.
- Clean condenser coils and replace filters regularly.
- Install blinds, awnings, solar film, or solar screen shades to cool areas, particularly areas that receive midday sun.
- Calibrate thermostats and air balance annually.
- Plan better space utilization to avoid unnecessary running of central plant for just 1-2 classrooms, especially during summer months when the down time is necessary for the system to regenerate ice supplies for the next day.

## **REFRIGERATION**

- Perform scheduled maintenance on units.
- Keep evaporator coils clean and free of ice build-up.
- Adjust door latches and gaskets.
- Keep refrigerators full (full units require less energy to keep cool—water jugs make good fillers.)

## **FOOD SERVICE EQUIPMENT**

- Consider replacing some, or all, electric cooking equipment with gas equipment.
- Preheat cooking equipment no longer and at no higher setting than the manufacturer recommends.
- Turn equipment off when not in use.
- Make sure oven doors fit tightly and gaskets are in good condition.

## **FACILITIES USE**

- Evaluate facility use patterns (teachers accessing facility after hours).
- Charge outside groups appropriate utility costs.
- Plan to “power down” facilities as appropriate during holidays, summer break, winter break, etc.

## **OTHER**

- Turn off exhaust fans in unoccupied spaces.
- Rewire restroom fans to operate with the lights.
- Insulate water heaters and supply pipes.
- Install timers on hot water heaters to clock off during evening hours.
- Re-insulate systems after asbestos abatement.
- Shut off vending machines at night.
- Turn refrigeration off of drinking fountains during cooler months.

Don't forget that one of the most important elements to any energy conservation program/effort is staff education. It is critical that staff understand the financial significance of conserving energy and that their efforts will help make the program a success.

If you have any questions, please call the SISC office or contact the Safety and Loss Control Specialist assigned to your district.

CWJ:sh