



October 12, 1987

**ADMINISTRATIVE MEMORANDUM NUMBER THIRTY-SIX**  
**ENERGY PROCEDURES**

The impact of energy costs on our personal budget is familiar to us all. This same burden of costs for energy is magnified in the budget of Granite School District, therefore, this procedure has been instituted as part of Granite School District's Energy Conservation Program. It is designed to save scarce resources without infringement upon the educational mission of this school district. There will be some noticeable changes as a result of universal compliance to this procedure, however, much of it consists of a restatement of current practices and/or common sense. Our objective is to reduce our electric and fuel consumption which accounts for 85% of the total energy budget. All operations of school district facilities shall be governed by the following:

A. Lighting

1. All lights will be turned off in any area which will be unoccupied for a period in excess of fifteen (15) minutes, except in corridors, stairwells and at exits as required by code.
2. Decorative lighting will only be permitted with administrative approval.

B. Temperature Control

1. Temperatures, from October 15 through May 15 will be maintained in a range of 68 – 72 degrees in classrooms and offices; and in those facilities that are air conditioned, 75 – 80 degrees will be maintained between May 15 and October 15. Special consideration will be given to certain preschool and special education classrooms. Warehouse and garage facilities will be maintained at 55 degrees during the heating season.
2. Personnel will not obstruct ventilation ducts or return grills with books, charts or furniture.
3. All doors and windows must be kept closed during the heating season or when air conditioning units are in operation.

4. Entrances and exits to all buildings shall be limited where possible in their use to minimize heat loss.
5. Broken windows, doors, etc., shall be reported to the custodian in a timely manner.
6. Unauthorized personnel or students found tampering with temperature regulating devices such as thermostats or valves will be subject to disciplinary action.
7. Portable space heaters of any kind are banned from use within the school district facilities as a matter of safety except where provided by maintenance and operations.
8. Employees and students are encouraged to wear sweaters, sweat-shirts or similar clothing when it is apparent that the heating plant is not uniformly maintaining the desired temperature throughout all sections of a school facility.

C. Scheduling

1. Small group activities will not be scheduled in large areas such as auditoriums and gymnasiums. Use of such areas will be coordinated with the principal to enable reduced lighting and heating during periods when they are not being used.
2. At the close of the school or office day, all windows shall be closed and the lights turned off. Cleaning staff will turn lights on only for the period of time when a specific area is being cleaned.

D. Other

1. Hot water temperatures for washing and showers will be maintained at 105 degrees. Food service operations requiring higher temperature levels by code shall use booster units.
2. Electric coffee makers and/or similar appliances shall be limited in their use to certain designated areas as determined by the principal or similar facility authority.
3. Building administration officers will be responsible to manage the implementation of the plan at the local facility level.

/s/

John Reed Call  
Superintendent