



PHOENIXVILLE AREA SCHOOL DISTRICT

DISTRICT ADMINISTRATION OFFICE
386 CITY LINE AVENUE
PHOENIXVILLE, PA 19460
484-927-5000
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Energy DO's and DON'TS

DO's

- Leaving a room for more than a minute
 - Unoccupied spaces (“Last person out – Turn it out”)
 - Lights off
 - Projector off
 - Monitors off
 - Door closed
- End of day
 - Unoccupied spaces (“Last person out – Turn it out”)
 - Lights off
 - Projector off
 - Monitors off
 - Printers off
 - TV / VCR off
 - Windows closed
 - Blinds closed
 - Door closed
- Smart energy saving practices
 - Where available use natural light – hallways and classrooms
 - Keep doors and windows closed unless instructed by Administrator/District Energy Manager to do differently i.e. HVAC system shutdown
 - Keep Gym and Auditorium doors closed at all times
 - Consolidate personal food equipment and break areas
 - Replace traditional coffee pots with carafe type for coffee and hot water
 - Where manual switches are available only use when necessary
 - Storage areas
 - Restrooms
 - Science labs
- Kitchen
 - Only turn on exhaust fans when needed for active cooking only
 - Keep cooler doors closed except while entering or exiting
 - Keep delivery doors closed except during shipping and receiving
- Custodial
 - Only turn on lights needed for cleaning and immediately turn off on exit
 - Close all doors after cleaning
 - Assure all equipment is off when leaving a room



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DON'TS

- Bring in personal appliances
- Adjust temperature set points
- Open windows unless approved by administration
- Leave doors open
- Turn on lights unless needed
- Use personal space heaters or fans

Updated 9/25/14

Re-issued 1/7/14