

## Energy Management and Conservation

---

Did you know Lake Stevens School District has an Energy Policy (#3090.5)? Every group/person using our buildings is expected to be an “energy saver” as well as an “energy consumer.” While in our district please make sure you always do the following:

- When scheduling an event in SchoolDude please make sure you specify the **set-up and/or break-down time** if different from the start and end time of the actual event.
- During the winter, heat can be turned on before the actual event to get the space at temperature if needed; this is determined by the resource conservation specialist based on various conditions. Please **do not** make adjustments to event start and end times to accommodate this.
- **Heating Ventilation Air Conditioning (HVAC)** scheduling is done on a weekly basis. All events are programmed into our computer system by the Sunday before the week. Please **cancel the event(s) in a timely manner**, so the HVAC can be turned off if not being used.
- If no HVAC is required by your group, please state so in the “**Event Description**” text box section of SchoolDude.
- **Turn off lights** when leaving a classroom, office, or other space when gone for more than two minutes or when unoccupied.
- Keep **doors and windows closed** when heating/air conditioning is operating.
- If your group has used any **computers, document cameras, projectors**, please make sure you turn them all OFF including any **monitors, local printer(s) and speakers**.
- Any **office machines** (copy machines, laminating equipment, etc.) if used during an event shall be switched **off** at the end of an event. Fax machines should always remain on.
- **Unplug** any **fans** or **heaters** that you may have used while in a space.
- Turn **off** any **radios, sound systems, TV’s, VCR/DVD players** that may have been used.
- Once your event is over, please **close** any **window coverings** that might be in the space/room you used.

*Thanks for helping to conserve energy and natural resources while in our district. If you have any questions or concerns, please contact the district Barbara Ossowski, Resource Conservation Specialist, at [Barbara\\_Ossowski@lkstevens.wednet.edu](mailto:Barbara_Ossowski@lkstevens.wednet.edu) or call 425-335-1658.*