

Building Occupants, Facilities Personnel, and Custodians

Please follow this protocol to reduce energy consumption during Demand Response Electricity Curtailment Events. Our local utility calls these events shortly before hours of peak demand on extremely hot summer days, with the goal of avoiding brown-outs or black-outs. If we lower the amount of electricity used during these Events, we get paid for that day and we get a lower future electricity rate.

Prior to the start of the Event, turn off these items in the order listed, and keep them off until the Event is over. (And get in the habit of turning off these items whenever they are not needed, regardless of an Event or not!)

1. Window AC Units

- Typically found in portables and schools without central air. Often each room/portable has its own unit; for success, shut down each unit.

2. Indoor Lighting

- Turn off all lighting wherever possible, including in classrooms, hallways, offices, auditoriums, and cafeterias.
- DO NOT turn off emergency lighting or lighting that is set on timers (e.g., outdoor fixtures).

3. Unplug Miscellaneous Appliances

- Unplug items like white boards, portable heaters or cooling units, laptop and cell phone chargers, fans, radios, microwaves, TVs, etc. Keep track of the items that you unplug so that you or someone else may plug them back in after the event.
- DO NOT unplug any kitchen or food-related refrigeration equipment or any manually controlled exhaust fans.
- DO NOT unplug large copy machines or network printers.
- DO NOT unplug networked desktop computers; just turn off the unused monitors.

4. Close all windows and doors

- This includes both classroom doors and building entrances and exits.
 - Close shades and blinds on windows that receive direct sunlight.
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After the Event: Back to normal operations as necessary

Questions? Contact:

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