

Energy Conservation Checklist

BALTIMORE CITY PUBLIC SCHOOLS

Why is energy conservation important?

Energy conservation is good for the environment and saves money that can instead be spent on supporting students. You can learn about the environment, complement your classroom learning, and can help to make a difference in the future of our planet. All of us – students, engineers, teachers, custodians, administrators, parents and our community partners – play a role in this effort.

How can you help save energy?

- ☐ Turn off lights when you are the last person to leave a classroom, even if it is for a few minutes
- ☐ Log off computers and turn off computer monitors when not in use and at the end of the day (do NOT unplug, which will prevent computers from receiving necessary updates)
- ☐ Turn off and unplug all electronic equipment when not in use for a long time and at the end of the day (like TVs, VCRs and white boards – but never turn off network printers)
- ☐ Keep outdoor, classroom and office doors and windows closed when heating or air conditioning is running
- ☐ Keep doors between conditioned and non-conditioned spaces closed at all times (e.g. doors between gyms and hallways, doors to mechanical rooms, and all exterior doors).
- ☐ Keep air conditioning and heating vents clear and not blocked with stuff
- ☐ Use daylight instead of lights whenever possible; if a lot of sunlight is coming in the room and the cooling is on, close the blinds. This prevents heat from coming in the building, which causes cooling equipment to run more and use more energy
- ☐ Close the blinds at end of the day to control room temperature
- ☐ Avoid personal heaters, air conditioners, coffee machines, refrigerators and other electronics; they are “energy vampires” and can consume a lot of energy even when off
- ☐ Ask your front office to submit a SchoolDude work order if:
 - o Exterior doors need weather-stripping
 - o Exterior parking, awning, security or other lights are on during the day

To succeed in reducing energy, City Schools needs your help. Be an energy saver!

Rajeshri Bachubhay, Energy Manager – rpbachubhay@bcps.k12.md.us or 443-642-4670