

## **We need you to SAVE ENERGY**

**To all Sachem Facility, Clerical, Food Service and Educational Staff;  
As most of us have noticed the cost of energy has been falling for the past few weeks. We still have a long way to go to get back to previous relatively low prices. It is for this reason I am sending this request that we all continue to conserve energy wherever and whenever we can. The following is a list of some ways we can all help. Please read it and if you have any ideas to conserve energy I would appreciate your input.**

- Do not rely on the motion sensor. When you leave the rooms turn off the light switch.
- If you are alone in the room and one set of lights switched on is sufficient, do not turn on the rest of the lights until they are needed.
- During the air conditioning season, the corridor door to every air conditioned room must be kept closed. When you leave the room at the end of the day, turn off the air conditioner.
- If the room becomes too cool, turn the unit off; do not open doors and windows.
- If the air conditioning thermostat is adjustable, set it at 76 degrees and pre cool the building prior to critical demand times, if possible.
- A few hours prior to an event, the area should be cooled. If the air conditioning is started when the event starts, it cannot catch up with the load and people open the doors, which totally defeats the system.
- During the heating season if your room is too warm, don't open the window; ask your Head or Chief Custodian to request a change in the set point for your room. The unit ventilators all bring in a percentage of outside air so opening the window for fresh air is not necessary. If you leave the room with the windows open it wastes heat.
- The univents are designed to provide fresh air at all times the room is occupied. If the room temperature is satisfied, the unit will blow cooler air. This does not mean the heat is off; it is just providing a percentage of new fresh air while the room air is being re-circulated.
- Clean or change all filters for univents and air conditioners.
- In the kitchen, don't turn on the hot water and walk away from it.

- Don't let the hot water run over frozen food and down the drain in order to defrost it.
- Don't turn on all the heating appliances if you are not going to need them until later in the day.
- Ask the custodial staff to clean the refrigerator and freezer coils of dust and grease to maintain efficiency.
- Head and Chief Custodians must manage the lighting in the gyms, cafeterias and corridors. If you need keyed lighting switches replaced or installed, send a work order in.
- Address all night time lighting issues. Parking lot lights should be checked weekly to make sure the timers are adjusted according to the changing sunrise and sunset. Make sure they are not on during the day. Report any problems to facilities.
- If you drive by your building at night and you notice lights on inside, make a note of it and address the situation.
- Draw window blinds to keep out direct sun.
- Turn off computers not being used for several hours and always turn them off at night.

With over thirteen hundred rooms in the district, a little effort in each building can add up to a large savings. If you see something that may help save energy please inform facilities.

Thank you,  
Mike Bergin

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