



# ENERGY CRITERIA

To receive recognition as a SFUSD Green School, each participating school must meet the criteria below. However, this is not a requirement for receiving assistance from the District Office for your environmental initiatives.

## Directions

- Fill in the school name and other information at the top of the form.
- For each action that your school completed, place a check mark in the appropriate box.
- Email the completed form to:

**Nik Kaestner**  
Director of Sustainability (DoS)  
San Francisco Unified School District  
415.241.4327 (Office)  
kaestnern@sfusd.edu

**School Name:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Person Completing Checklist:** \_\_\_\_\_

Teacher    Principal    Custodian    Student    Parent    Other

**Phone:** \_\_\_\_\_ **Email:** \_\_\_\_\_

## **Assessment and Monitoring**

Complete all of the following required actions:

- Conduct an energy audit at the school and identify areas that would benefit from conservation measures.
- Track the school's energy use and costs for both electricity and natural gas. Using a baseline from the 2008-09 school year, monitor the impact of energy conservation practices on utility usage. Note: Schools will receive monthly utility summaries.
- Bi-annually inform staff, students, parents and the DoS about the school's energy use and costs.

## **Lighting and Plug Loads**

Complete all of the following required actions:

- Turn off lights in unoccupied spaces where possible.
- Make sure all outside lighting is off during the daytime.
- Identify lights which cannot be turned off and report them to DoS.
- Change the energy settings of all computer monitors, computer peripherals (printers, scanners, copiers, etc.), and other electronic equipment to sleep and/or shut down when not in use.
- Turn off power strips and unplug infrequently used appliances since they may use energy even if they are turned off.
- Ensure that lights and electronic equipment are shut-down properly during weekends and holidays (visit school during a weekend).
- Post signs on or near light switches and electronic equipment to encourage students and staff to turn them off when not in use.
- Consolidate refrigerators if possible since these use a lot of energy.
- Conduct a summer shut-down to eliminate phantom loads and energy waste while you are away.

Complete at least three of the following recommended actions:

- Use daylight in occupied spaces by opening blinds and turning off lights when adequate outdoor light is available.
- Restrict the use of supplemental or personal space heaters, refrigerators, coffee pots, etc. in offices and classrooms.
- Consolidate or centralize after-hour activities into common areas, adjacent classrooms, and/or one wing of the building, and then reduce energy use in unoccupied areas.
- When possible, make use of task lighting such as desk or under counter lamps instead of central lighting.
- Other: How else can you reduce your use of electricity?

## **Heating and Cooling**

Complete all of the following required actions:

- Keep HVAC vents and grills unobstructed or free of obstructions such as papers, books, etc.
- Keep windows and doors closed when heating or cooling is on.
- Create conservation labels and post them on entry doors to explain to visitors why the doors are closed during the heating season.
- Report uncomfortably high or low indoor temperatures to the Buildings & Grounds Department for remediation.
- Ensure that weekend and vacation shut-down procedures are actually happening (visit school during a weekend). Report any discrepancies to the Buildings & Grounds Department.

Complete at least two of the following recommended actions:

- Ask the district to turn down heating in unoccupied spaces/
- Close window blinds/curtains at the end of the school day to keep heat in, and open window blinds/curtains in the morning to let daylight in and reduce the need for heating.
- Consolidate or centralize after-hour activities into common areas, adjacent classrooms and/or one wing of a building, and then reduce energy use in unoccupied areas.
- Other: How else can you reduce your need for heating/cooling?

## **Education and Outreach**

Complete at least three of the following recommended actions.

- Once each week, share an energy conservation fact or conservation practice with the school (announcements, etc.)
- Create an “Energy Conservation Patrol” and assign classroom tasks such as turning off lights, shutting down computers, etc.
- Create a staff and student Energy Conservation Pledge.
- Contact your local utilities or agencies to schedule speakers or to request classroom resources related to energy conservation.
- Include energy conservation themes in assignments or activities.
- Have students calculate their personal “carbon footprint” using one of the many online calculators and ask them to write, draw or present about simple things they can do to reduce their footprint.
- Other: How else can you educate students about conservation?