

**KNOX COUNTY SCHOOLS
MAINTENANCE & OPERATIONS DEPARTMENT**

ENERGY SAVINGS TIPS

The Knox County Schools Maintenance & Operations Department (in conjunction with TVA and KUB) has prepared the following Energy Savings Tips for you. While these steps are only the beginning in the effort to reduce our energy usage rate, they are very important.

Computers Peripherals:

1. Turn off inkjet printers at the end of the day. Leave laser printers on.
2. Turn off monitors at night or other long periods of inactivity.

Doors:

1. Keep exterior doors shut except when actually entering or leaving the room.

Furniture:

1. Make sure that you do not block heat/air vents with furniture or equipment. This greatly reduces the efficiency of the units.

Lights:

1. If the room is vacant turn the lights off!
2. Turn the lights off at night, on weekends and holidays.
3. Make sure that the light bulbs are not covered in dust and thus not producing a sufficient amount of light.

Thermostats:

1. Do not try to override the settings on the thermostat. Every degree higher (heating) or lower (air conditioning) than the normal setting raises the cost of energy by 2%.

Water:

1. Make sure that faucets are completely turned off after each use. A dripping faucet wastes many gallons of water.
2. If fixtures (such as toilets, urinals and water fountains) continually run, they are wasting water. Please prepare a work order request so that they can be fixed.

Windows:

1. Keep the windows shut all year. The heat and air conditioning systems will be more efficient if the windows are shut.