



## Bridgeport School District

# Energy Conservation Campaign

**Every effort we make, however big or small, makes a difference!!!**

**As you close up your classroom or office each day – and especially on weekends or vacations – please remember to do the following:**



Turn computers off when you are done for the day. Use the **START** button from the menu screen to shut down. Do not push the power button to shut off computers.



Turn off all lights when you leave your space, even if the custodian still has to clean – they will turn lights on as needed.



Turn off all speakers, document cameras, interactive white boards (Smartboards), and projectors.



Close and lock windows, closet doors, and storage room doors.



In community spaces and lounges, unplug microwaves, coffeepots, and other appliances. Such appliances should not be in classrooms and personal workspaces.



If you are in charge of your thermostat, make sure it is in “unoccupied” mode – never off please, just “unoccupied.”



Check for energy or water wasting conditions such as broken light bulbs or leaky faucets and inform a custodian to submit “Work Orders” to fix any issues.

**Don't wait until the weekend or vacations - put your workspace in “sleep mode” each night before you leave.**

**Thank you for all your efforts!!!**