

Administrative Regulation Topic PROCEDURES FOR OPERATING LIGHTING EQUIPMENT	Adoption Date	Rescinds/Amends
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1. Lights in classrooms should not be turned on unless definitely needed. Teachers should make certain that lights are turned off when leaving the classroom
2. **LIGHTS IN ALL GYMNASIUMS SHOULD NOT BE LEFT ON UNLESS THE GYM IS BEING UTILIZED.**
3. **ALL OUTSIDE LIGHTS SHOULD BE TURNED OFF DURING DAYLIGHT HOURS.**
4. **WHEN IN THE BUILDING DURING NON-SCHOOL HOURS, CUSTODIANS SHOULD TURN LIGHTS ON ONLY IN THE SPECIFIC AREA IN WHICH THEY ARE WORKING.**
5. The exhaust fan in the rest rooms shall be turned off at the end of the day.
6. Copy machines, laminating equipment, computers (except for any network servers that must be left on) and other office machines should be turned off by the office staff each night.
7. All classroom computers (except for any network servers that must be left on) should be turned off at the end of the last class.

(After being officially accepted by the Administration, a copy should be disseminated to the widest distribution possible within the district: i.e., all bulletin boards, teacher lounges, district newsletters, etc.)