

**August 20, 2025**

## **School District of New Berlin Energy Management Conservation**

On September 26, 2005, the School Board adopted an Energy Management Conservation Policy (3521) for all district employees to comply with. Since that time, the school district has been doing everything to comply with and/or adhere to this policy. It is the Energy Manager's responsibility to ensure that all employees are informed of and follow the school district's energy policy. It is the responsibility of each building Administrator and Head Custodian to ensure that their building is complying with this policy. This program has proven to help save the school district millions of dollars since it was implemented in 2005. As an example, we track electricity, natural gas, sewer, water, trash and recycling monthly to ensure that we are meeting our goals. We also have strict guidelines regarding the heating and cooling systems to ensure that they are operating as efficiently as possible.

As an employee of the School District of New Berlin, we are asking for your help in following the Energy Guidelines set for by the school district.

1. Classroom doors shall remain CLOSED when HVAC is operating. Ensure doors between conditioned space and non-conditioned space remain closed at all times (between hallways and gym or pool).
2. All exhaust fans should be turned off daily.
3. All office machines shall be switched off each night and during unoccupied times. With the exception of copy machines - they are to remain left on.
4. All computers should be turned off each night. This includes the monitor, local printers, Smart Boards, projectors and all speakers. Network equipment is excluded. Computer carts for charging need to remain on at all times. (These are on timers.)
5. Close all the blinds in classrooms.

### **THE FOLLOWING ITEMS ARE NOT APPROVED FOR PERSONAL USE:**

Candle warmers	Cup warmers	Toasters	Toaster ovens
Coffee makers	Popcorn Poppers	Bullet personal mixers	Misters
Decorative lighting	Desk lamps	Microwaves	
Personal heaters	Plug-in air fresheners	Refrigerators	

### **EXCEPTIONS MAY BE MADE FOR HEALTH REASONS ONLY AND IT WILL REQUIRE A LETTER OF ACCEPTANCE FROM THE SUPERINTENDENT**

Thank you for your help and support with our Energy Program.

Matt Newman  
District Energy Manager  
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