



...to achieve and maintain excellence...

Randy Wheeler

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Dear Whittier Union Family,

I am very pleased to have been selected as the District's new Energy Education Manager. As many of you may know, I've been with the District since 1997 serving as a delivery driver/stock clerk in the warehouse for 12 years and as a buyer in the Purchasing department for the last 4 ½ years. Back in 2008, our District began the energy conservation program, and it has been very successfully managed by David Pasillas and very well supported by all of you.

And now I have the privilege of helping our District continue this successful program of conserving energy and valuable resources as well as protecting the environment. With the training I will receive from Dave Pasillas and from Cenergistic, formerly Energy Education, Inc., and with the continued support from you, my goal is to maintain the program's excellence and even take it to the next level. As a reminder, our energy conservation program is a comprehensive people based program that changes the way we use energy. Based on that, I look forward to working with all of you to assure our continued success. Please take a moment to review the following guidelines which have helped generate our impressive savings.

The goal of this energy conservation program is to save energy while providing a comfortable learning, teaching, and working environment. Most of the savings will occur when the facilities are unoccupied. In order to achieve the savings we need to do the following:

- ✪ Verify that air conditioning and heating thermostats are set at appropriate energy saving temperatures. Suggested guidelines are 74-72 degrees for cooling and 68-72 degrees for heating. Maintain at least a 4 degree difference between cooling and heating settings to prevent continuous operation of your air conditioning and heating unit. The closer we stay to the guidelines, the more we will save. Please contact me if you have any questions about the operation of your thermostat. We have many different types within the district, and I would be happy to show you how to operate yours. **Finally, doors and windows should be closed when units are running.**
- ✪ Air conditioning and heating, as well as fans, should not be on when buildings are unoccupied. If your classroom or office is equipped with a time switch that operates your thermostat and you are leaving for the day or any lengthy time, please turn it to the **OFF** position.

- ⊗ Make use of minimal lighting whenever possible. Most of the modernized classrooms have three switches controlling the lights so that minimal lighting can be easily achieved by simply turning one or more of the light switches off. Some of the best times to take advantage of this strategy are at the beginning of the day before students arrive, during a prep period, and at the end of the day when the students leave. Obviously, if someone has eyesight issues this energy saving tactic may not be practical.
- ⊗ Turn off all light switches when leaving the room for more than ten minutes. Do not rely on light sensors that can remain on for fifteen to twenty minutes after the space is unoccupied. All outside lights should be off during the day.
- ⊗ Turn off all computers and computer related equipment (such as monitors, towers, printers, and speakers) at the end of each day or when leaving for an extended period of time. A great way to accomplish this is with the use of a surge suppressor which can turn all devices **OFF/ON** with one switch. Fax machines and communication radios should remain on as well as the computer network equipment.
- ⊗ Turn off all appliances after each use; i.e. coffee pots, microwaves, toasters, and phone chargers. Unplug or use a surge suppressor to turn off appliances during breaks. Refrigerators should be cleaned out, defrosted, unplugged, and left with door open during all breaks including Thanksgiving, Christmas, spring, summer, as well as during any four-day weekend.
- ⊗ Gym lights should only be on when the gym is occupied.

By continuing to follow the above guidelines, together we can increase our savings. While some of the energy saving measures may seem small and insignificant, collectively, the district-wide benefits will continue to add up. Again, I look forward to working with all of you, and I thank you for your cooperation with the program since its inception, and for your continued support. If you have any questions or would like to speak with me directly, please feel free to contact me.

Sincerely,



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