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| TOPEKA PUBLIC SCHOOLS | REGULATION NUMBER: 2900-1 |
| SUBJECT: ENERGY CONSERVATION | DATE OF ISSUE: 06/18/80 <hr/> REVISIONS: 01/15/87; 08/01/96 <hr/> PREPARING OFFICE: ASSOCIATE SUPERINTENDENT |

I. PURPOSE:

To outline responsibilities and activities to support the district's energy conservation policy.

II. DEFINITIONS:

- A. **Energy**--The energy components covered herein are the natural gas, fuel oil, and electricity used to heat, cool, light, ventilate, and serve appliances in the district buildings.
- B. **Energy Audits**--An energy audit is a statistical accumulation of the physical and operational characteristics of a building which can be used to determine possible energy-saving projects and procedures.

III. PROCEDURES:

- A. **Energy Consumption Data**--The director of energy education will monitor the district utility bills and at intervals provide consumption data to the building administrators.
- B. **Energy Conservation Guidelines**--The director of energy education will publish and distribute guidelines for energy conservation to help each building achieve conservation.
- C. **Energy Conservation Committee**--The director of central services and facilities planning will chair a district committee which will be charged with monitoring energy conservation activities.