

**TRI-COUNTY REGIONAL CENTRE FOR EDUCATION  
POLICY and PROCEDURES**

<b>Title</b>	<b>Revision Date</b>	<b>Pages</b>
<b>No. 523 ENERGY CONSERVATION</b>	April 1, 1996 April 7, 2009 Reviewed December 1, 2015	1

**It is the policy of the Tri-County Regional Centre for Education to endorse efforts which increase awareness of the growing demand on natural resources and which help reduce energy consumption, while maintaining a healthy and comfortable environment for students and staff.**

<b>Procedure Under Policy 523</b>
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1. Subject to the needs of school programs and acceptable construction costs, the Tri-County Regional Centre for Education shall attempt to have new schools and additions designed to ensure the most efficient consumption of energy.
2. Subject to the availability of funds, physical plant facilities and equipment shall be maintained and operated to ensure the most efficient consumption of energy. In support of this, the Director of Operations shall identify any energy inefficient areas within regional facilities.
3. Principals shall circulate and display current information or publications from the Director of Operations which pertain to energy conservation.
4. All regional employees shall be encouraged to ensure that unnecessary lights are turned off, that exterior doors are closed tightly when not in use, and that windows are closed and heat is turned back when the room is not in use.
5. Subject to the availability of funds and materials, in-service training for staff shall be designed to increase the awareness of the need to conserve energy.