



## Transitional Lighting Plan

*Objective: To establish parameters for a lighting shutdown plan that will carry from the school day through after-school periods so as to minimize energy usage during unoccupied times.*

### **AM Transition**

Elementary/Intermediate/Middle Schools - Morning custodians will begin powering up morning lighting no earlier than 30 minutes before students are permitted into the building (approximately 45 minutes before instruction begins). Restrooms should be powered up no earlier than 15 minutes before the arrival of students.

High Schools – Morning custodians will begin powering up morning lighting no earlier than 45 minutes before instruction begins (approximately 6:45am) in the high schools. Restrooms should be powered up at that time.

### **PM Transition**

Evening custodians will begin powering down hallway/gang restroom lighting no later than 35 minutes after the end of the instructional day (For example, if the end of the school day is 3:30, hallway lights will be shut off no later than 4:05.), although it could take place sooner.

**Safety is of utmost importance, so safe passage lighting should be emphasized.** This can be achieved by:

- Using natural lighting through wall/high-wall windows or exterior-access doors.
- If wired appropriately, using security lighting, where only one of every four banks of lights is on.
- Leaving lights on in open closets to spread light into the hallway.

### **Evening**

Evening custodians will use team cleaning methods so that only parts of each building are lit up at any one time. The crew should function as a team so as to minimize the number of lights that are on at any one time.

If there is an evening function at your campus, the lights should be shut off until just prior to the event; they should not be left on too far in advance (for instance, don't leave lights on after 3:30 if the event isn't until 6:00pm).

### **Elementary**

Instruction 8:00-3:30

Hallway lighting power-up at 7:00

Hallway lighting shutdown at 4:05

### **Intermediate**

Instruction 8:30-3:55

Hallway lighting power-up at 7:30

Hallway lighting shutdown at 4:30

### **Middle**

Instruction 8:45-4:10

Hallway lighting power-up 7:45

Hallway lighting shutdown at 4:45

**High**

MHS, LRHS, SHS, THS, LHS 7:25-2:55

Hallway lighting power-up 6:45

Hallway lighting shutdown at 3:30 (areas to be determined after first three weeks of school)

BBCTA, FHS 7:00-2:40

Hallway lighting power-up 6:15

Hallway lighting shutdown at 3:15 (areas to be determined after first three weeks of school)