

**Custodial, Maintenance, and Energy Management:**

**Responsibilities and Work Order Procedure Guide**

**Elementary  
Custodians**     
 **Middle  
Custodians**     
 **High  
Custodians**     
 **Energy  
Management**     
 **Maintenance**

| I. Plumbing |   |   |   |   |   |   |
|-------------|---|---|---|---|---|---|
| 1           | Broken Pipes - primary system                                     |   |   |   |   | ✓ |
| 2           | Broken pipes - fountains, toilets, etc.                           |   |   |   |   | ✓ |
| 3           | Minor leaks - Dripping faucets, etc.                              | ✓ | ✓ | ✓ |   | ✓ |
| 4           | Solder leaks  |   |   |   |   | ✓ |
| 5           | Replacement installation - sinks, toilets, etc.                   |   |   |   |   | ✓ |
| 6           | Steam trap floats: inspect, clean, replace                        |   |   |   |   | ✓ |
| 7           | Valve repair - except flush valves                                |   |   |   |   | ✓ |
| 8           | Flush valves  |   |   |   |   | ✓ |
|             | a. Repair - minor   | ✓ | ✓ | ✓ |   | ✓ |
|             | b. Replace  |   |   |   |   | ✓ |
| 9           | Faucet & lavatory replacement                                     |   |   |   |   | ✓ |
| 10          | Replace washers and repack any fixture                            |   |   |   |   | ✓ |
| 11          | Stoppages   |   |   |   |   |   |
|             | a. Hand snake   | ✓ | ✓ | ✓ |   |   |
|             | b. Power roter  |   |   |   |   | ✓ |
| 12          | Toilet seats  |   |   |   |   |   |
|             | a. Minor repairs (hinges, etc.)                                   | ✓ | ✓ | ✓ |   |   |
|             | b. Complete replacement   | ✓ | ✓ | ✓ |   |   |
| 13          | Water fountains   |   |   |   |   |   |
|             | a. Repair - minor   | ✓ | ✓ | ✓ |   |   |
|             | b. Repair - major   |   |   |   |   | ✓ |
|             | c. Replacement  |   |   |   |   | ✓ |
| 14          | Fixture set (spud gasket)   |   |   |   |   |   |
|             | a. Toilets & urinals to sewer                                     |   |   |   |   | ✓ |
|             | b. Toilets and urinals from fresh water                           |   |   |   |   |   |
| 15          | Floor drains  |   |   |   |   |   |
|             | a. Clean  | ✓ | ✓ | ✓ |   |   |
|             | b. Power roter  |   |   |   |   | ✓ |
| 16          | Sprinkler systems   |   |   |   |   |   |
|             | a. Operation  | ✓ | ✓ | ✓ |   |   |
|             | b. Repair above ground sprinklers/solenoids                       | ✓ | ✓ | ✓ |   |   |
|             | c. Repair under ground piping, valves, etc.                       |   |   |   |   | ✓ |
|             | d. Weekly clock & sprinkler log (report within 24 hrs. of mowing) | ✓ | ✓ | ✓ |   |   |
|             | e. Sprinkler replacement clocks, valve wiring                     |   |   |   |   | ✓ |
|             | f. Sprinkler clock incentive checks                               |   |   |   | ✓ |   |
|             | g. Training of Head Custodians on equipment and Water Budgets     |   |   |   | ✓ | ✓ |
| 17          | Boiler Water Treatment:   |   |   |   |   |   |
|             | a. Weekly checks of closed loops                                  | ✓ | ✓ | ✓ |   |   |
|             | b. Monthly check of steam system                                  |   |   |   |   | ✓ |
|             | c. Quarterly check of closed loops                                |   |   |   |   | ✓ |

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| <b>II. Carpentry</b> |   |   |   |   |  |   |
|----------------------|---|---|---|---|--|---|
| 1                    | Simple modification & repair of tables, desks, chairs, etc.         | ✓ | ✓ | ✓ |  |   |
| 2                    | Doors   |   |   |   |  |   |
|                      | a. Hang new   |   |   |   |  | ✓ |
|                      | b. Plane  |   |   |   |  | ✓ |
|                      | c. Adjust hinges  |   |   |   |  | ✓ |
|                      | d. Square   |   |   |   |  | ✓ |
|                      | e. Re-hang  |   |   |   |  | ✓ |
|                      | f. Keep hardware screw tight  | ✓ | ✓ | ✓ |  |   |
|                      | g. Door closer cover  | ✓ | ✓ | ✓ |  |   |
|                      | h. Door closer replacement, adjustment, or repair                   |   |   |   |  | ✓ |
| 3                    | Locks   |   |   |   |  |   |
|                      | a. Repair/replace latches/lubricate & tighten screws                | ✓ | ✓ | ✓ |  | ✓ |
|                      | b. Repair/replace cylinders, latches                                |   |   |   |  | ✓ |
|                      | c. Assemble/disassemble locks                                       |   |   |   |  | ✓ |
|                      | d. Replacement & complete installation (Maintenance will key locks) |   |   |   |  | ✓ |
|                      | e. Make new keys  |   |   |   |  | ✓ |
| 4                    | Panic bars  |   |   |   |  |   |
|                      | a. Adjust/lubricate   | ✓ | ✓ | ✓ |  |   |
|                      | b. Repair   | ✓ | ✓ | ✓ |  | ✓ |
|                      | c. Replace  | ✓ | ✓ | ✓ |  | ✓ |
| 5                    | Adjust drawers, replace knobs & pull on desks                       | ✓ | ✓ | ✓ |  |   |
| 6                    | Drywall and paneling  |   |   |   |  |   |
|                      | a. Repair   |   |   |   |  | ✓ |
|                      | b. Replace  |   |   |   |  | ✓ |
| 7                    | Portable skirting & rails   |   |   |   |  | ✓ |
| 8                    | Hanging shelves in custodial closets                                | ✓ | ✓ | ✓ |  | ✓ |

| <b>III. Electrical</b> |  |   |   |   |   |   |
|------------------------|--|---|---|---|---|---|
| 1                      | Fluorescent ballasts lamp fixtures                   | ✓ | ✓ | ✓ |   |   |
| 2                      | Fluorescent ballasts H.I.D. (mercury vapor)          |   |   |   |   | ✓ |
| 3                      | Bulbs - change                                       | ✓ | ✓ | ✓ |   |   |
| 4                      | Replace switches                                     |   |   |   |   | ✓ |
| 5                      | Replace outlets                                      |   |   |   |   | ✓ |
| 6                      | Lamp sockets replacement                             |   |   |   |   |   |
| 7                      | Electrical switch gear                               |   |   |   |   | ✓ |
| 8                      | Wire pulling   |   |   |   |   | ✓ |
| 9                      | Conduit running                                      |   |   |   |   | ✓ |
| 10                     | Electrical motor repair & rewinding                  |   |   |   |   | ✓ |
| 11                     | Reset circuit breakers                               |   |   |   |   |   |
|                        | a. Under 50 amp                                      | ✓ | ✓ | ✓ |   |   |
|                        | b. Over 50 amp                                       |   |   |   |   | ✓ |
| 12                     | Set phasing  |   |   |   |   | ✓ |
| 13                     | Emergency lighting & generators                      |   |   |   |   |   |
|                        | a. Generator operational check/weekly                | ✓ | ✓ | ✓ |   |   |
|                        | b. Preventive maintenance on generators              |   |   |   |   | ✓ |
|                        | c. Check battery back-up on emerg./exit lights       | ✓ | ✓ | ✓ |   |   |
| 14                     | Fire alarm system                                    |   |   |   |   | ✓ |
| 15                     | Quarterly test on fire sprinklers                    |   |   |   |   | ✓ |
| 16                     | Fire sprinkler maintenance                           |   |   |   |   | ✓ |
| 17                     | Closed circuit security cameras                      |   |   |   |   | ✓ |
| 18                     | Outside lighting                                     |   |   |   |   |   |
|                        | a. Replace/clean lights not requiring lift equipment | ✓ | ✓ | ✓ |   |   |
|                        | b. Interior lights requiring lift equipment          | ✓ | ✓ | ✓ |   | ✓ |
|                        | c. Light fixture maintenance                         |   |   |   |   | ✓ |
|                        | d. Scheduling (subject to capability)                | ✓ | ✓ | ✓ | ✓ |   |
| 19                     | Coordinate incentives with Rocky Mtn Power           |   |   |   | ✓ |   |

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| IV. Heating, Ventilating & Air Conditioning |   | Elementary<br>Custodians | Middle<br>Custodians | High<br>Custodians | Energy<br>Management | Maintenance |
|---|---|--------------------------|----------------------|--------------------|----------------------|-------------|
| 1   | Boilers   |                          |                      |                    |                      |             |
|   | a. Daily operation  | ✓                        | ✓                    | ✓                  |                      |             |
|   | b. Adjust valves  |                          |                      |                    |                      | ✓           |
|   | c. Repair control linkage                                   |                          |                      |                    |                      | ✓           |
|   | d. Repair leaks   |                          |                      |                    |                      | ✓           |
|   | e. Blow down (steam)  | ✓                        | ✓                    | ✓                  |                      |             |
|   | f. Repair burners, fire eyes                                |                          |                      |                    |                      | ✓           |
|   | g. Disassemble for inspection                               |                          |                      |                    |                      | ✓           |
|   | Clean in preparation for inspection                         | ✓                        | ✓                    | ✓                  |                      |             |
|   | h. Re-tube, major repairs                                   |                          |                      |                    |                      | ✓           |
|   | i. Check safety valves                                      | ✓                        | ✓                    | ✓                  |                      |             |
|   | j. Monitor water treatment & add chemical                   | ✓                        | ✓                    | ✓                  |                      |             |
|   | k. Apply for incentives after new installs and replacements |                          |                      |                    | ✓                    |             |
| 2   | Filters   |                          |                      |                    |                      |             |
|   | a. Replace -  |                          | ✓                    | ✓                  |                      | ✓           |
|   | b. Clean -  |                          | ✓                    | ✓                  |                      | ✓           |
|   | c. Provide training for new Head Custodians                 |                          |                      |                    |                      | ✓           |
| 3   | Motors  |                          |                      |                    |                      |             |
|   | a. Grease   |                          | ✓                    | ✓                  |                      | ✓           |
|   | b. Adjust belts   |                          | ✓                    | ✓                  |                      | ✓           |
|   | c. Replace belts  |                          | ✓                    | ✓                  |                      | ✓           |
|   | d. Replace & align pulley                                   |                          | ✓                    | ✓                  |                      | ✓           |
| 4   | Sawdust Collector   |                          |                      |                    |                      |             |
|   | a. Main filters   |                          |                      |                    |                      | ✓           |
|   | b. Repairs  |                          |                      |                    |                      | ✓           |
|   | c. Hepa filter  |                          | ✓                    | ✓                  |                      |             |
|   | d. Check / clean hoppers                                    |                          | ✓                    | ✓                  |                      |             |
|   | e. Replace motors   |                          |                      |                    |                      | ✓           |
| 5   | Thermostat adjustments                                      | ✓                        | ✓                    | ✓                  | ✓                    | ✓           |
|   | a. Set point adjustments                                    |                          |                      |                    | ✓                    | ✓           |
| 6   | Temperature control devices                                 |                          |                      |                    |                      |             |
|   | a. Calibrate  |                          |                      |                    |                      | ✓           |
|   | b. Repair   |                          |                      |                    |                      | ✓           |
|   | c. Replace  |                          |                      |                    |                      | ✓           |
| 7   | Scheduling  |                          |                      |                    | ✓                    |             |
|   | a. Regular school hours                                     |                          |                      |                    | ✓                    |             |
|   | b. After-hours schedule requests                            |                          |                      |                    | ✓                    |             |
|   | c. Holiday's and school closures                            |                          |                      |                    | ✓                    |             |
|   | d. Train Head Custodians on overrides and scheduling        |                          |                      |                    | ✓                    |             |
| 8   | Calibrate gauges  |                          |                      |                    |                      | ✓           |

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|----|---|-----------------------|-------------------|-----------------|-------------------|-------------|
| 9  | Air compressors   |                       |                   |                 |                   |             |
|    | a. Daily pm - check oil, drain water                                    | ✓                     | ✓                 | ✓               |                   |             |
|    | b. Change filters   |                       | ✓                 | ✓               |                   | ✓           |
|    | c. Grease   |                       | ✓                 | ✓               |                   | ✓           |
|    | d. Change oil   |                       | ✓                 | ✓               |                   | ✓           |
|    | e. Repair leaks   |                       |                   |                 |                   | ✓           |
|    | f. Certification  |                       |                   |                 |                   | ✓           |
| 10 | Pumps   |                       |                   |                 |                   |             |
|    | a. Check alignment  |                       | ✓                 | ✓               |                   | ✓           |
|    | b. Align  |                       |                   |                 |                   | ✓           |
|    | c. Lubricate  |                       | ✓                 | ✓               |                   | ✓           |
|    | d. Repair/replace   |                       |                   |                 |                   | ✓           |
| 11 | Unit ventilators  |                       |                   |                 |                   |             |
|    | a. Routine maintenance  |                       | ✓                 | ✓               |                   | ✓           |
|    | b. Repair   |                       |                   |                 |                   | ✓           |
| 12 | Exhaust fans  |                       |                   |                 |                   |             |
|    | a. Replace motors   |                       |                   |                 |                   | ✓           |
|    | b. Belts & lube   |                       | ✓                 | ✓               |                   | ✓           |
| 13 | Cooling towers  |                       |                   |                 |                   |             |
|    | a. Drain and winterize  |                       | ✓                 | ✓               |                   |             |
|    | b. Repair   |                       |                   |                 |                   | ✓           |
|    | c. Clean basin or filtration system                                     |                       | ✓                 | ✓               |                   |             |
|    | d. Water treatment  |                       |                   |                 |                   | ✓           |
|    | e. Prepare for cooling season   |                       | ✓                 | ✓               |                   |             |
|    | f. Train secondary Head Custodians on seasonal start ups and shut downs |                       |                   |                 |                   | ✓           |
| 14 | Chillers  |                       |                   |                 |                   |             |
|    | a. Daily operation  | ✓                     | ✓                 | ✓               |                   | ✓           |
|    | b. Prepare for cooling season   |                       | ✓                 | ✓               |                   | ✓           |
|    | c. All other adjustments  |                       |                   |                 |                   | ✓           |
| 15 | Multi-zone units  |                       |                   |                 |                   |             |
|    | a. Change filters   |                       | ✓                 | ✓               |                   | ✓           |
|    | b. All other adjustments and repairs                                    |                       |                   |                 |                   | ✓           |
| 16 | Evap coolers start-up,winterize, repair                                 | ✓                     | ✓                 | ✓               |                   | ✓           |
| 17 | Recommissioning   |                       |                   |                 |                   |             |
|    | a. Prioritize schools for recommissioning                               |                       |                   |                 | ✓                 |             |
|    | b. Pre-inspection with Engineering Firm                                 |                       |                   |                 | ✓                 |             |
|    | c. Detailed inspection and testing of all equipment                     |                       |                   |                 | ✓                 |             |
|    | d. Detailed inspection and testing of all controls                      |                       |                   |                 | ✓                 |             |
|    | e. Document all equipment and manage repairs                            |                       |                   |                 | ✓                 |             |
|    | f. Programming enhancements   |                       |                   |                 | ✓                 | ✓           |
|    | g. Install new Hardware and Server                                      |                       |                   |                 |                   | ✓           |
|    | h. Complete work orders for needed mechanical repairs                   |                       |                   |                 |                   | ✓           |
|    | i. Post-inspection with Engineering Firm                                |                       |                   |                 | ✓                 |             |
|    | j. Complete all paperwork for Utility Incentives with RMP and Questar   |                       |                   |                 | ✓                 |             |

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|-------------------------------|---|--------------------------|----------------------|--------------------|----------------------|-------------|
| <b>V. Pools</b>               |   |                          |                      |                    |                      |             |
| 1                             | Back flush  |                          | ✓                    |                    |                      |             |
| 2                             | Water quality control   |                          | ✓                    |                    |                      |             |
| 3                             | Repairs   |                          |                      |                    |                      | ✓           |
| 4                             | Algae control   |                          | ✓                    |                    |                      |             |
| 5                             | Cleaning  |                          | ✓                    |                    |                      |             |
| 6                             | Underwater light replacement                                    |                          |                      |                    |                      | ✓           |
|                               | a. Bulbs  |                          |                      |                    |                      | ✓           |
|                               | b. Fixtures   |                          |                      |                    |                      | ✓           |
| 7                             | UV lights- clean structures                                     |                          | ✓                    |                    |                      |             |
|                               | a. Repairs  |                          |                      |                    |                      | ✓           |
| 8                             | Research incentives for chemicals, water usage, and evaporation |                          |                      |                    | ✓                    |             |
| <b>VI. Nutrition Services</b> |   |                          |                      |                    |                      |             |
| 1                             | Kitchen equipment   |                          |                      |                    |                      |             |
|                               | a. Clean hood filters   | ✓                        | ✓                    | ✓                  |                      |             |
|                               | b. Check & adjust burners                                       |                          |                      |                    |                      | ✓           |
|                               | c. Clean grease traps   | ✓                        | ✓                    | ✓                  |                      |             |
|                               | d. Repair   |                          |                      |                    |                      | ✓           |
| 2                             | Refrigeration units   |                          |                      |                    |                      |             |
|                               | a. Clean condenser coil & fan                                   |                          | ✓                    | ✓                  |                      | ✓           |
|                               | b. Check & replace refrigerant                                  |                          |                      |                    |                      | ✓           |
|                               | c. Repair   |                          |                      |                    |                      | ✓           |
|                               | d. Coordinate summer shutdowns of units                         | ✓                        | ✓                    | ✓                  | ✓                    | ✓           |
| 3                             | Apply for incentives with Utility Vendors on new equipment      |                          |                      |                    | ✓                    |             |
| <b>VII. General Trades</b>    |   |                          |                      |                    |                      |             |
| 1                             | Broken windows  |                          |                      |                    |                      |             |
|                               | a. Replace glass  |                          |                      |                    |                      | ✓           |
|                               | b. Glaze/putty  |                          |                      |                    |                      | ✓           |
| 2                             | Lockers   |                          |                      |                    |                      |             |
|                               | a. Repair   |                          | ✓                    | ✓                  |                      |             |
|                               | b. Major repairs or replacement                                 |                          |                      |                    |                      | ✓           |
| 3                             | Tile  |                          |                      |                    |                      |             |
|                               | a. Replace resilient tile                                       |                          |                      |                    |                      | ✓           |
|                               | b. Replace quarry & ceramic tile                                |                          |                      |                    |                      | ✓           |
|                               | c. Replace terrazzo floor                                       |                          |                      |                    |                      | ✓           |
|                               | d. Replace ceiling tile   | ✓                        | ✓                    | ✓                  |                      |             |
| 4                             | Carpet repair   |                          |                      |                    |                      | ✓           |
| 5                             | Carpet installation (wall & floors)                             |                          |                      |                    |                      | ✓           |
| 6                             | Roofing   |                          |                      |                    |                      |             |
|                               | a. General cleanup & inspection                                 | ✓                        | ✓                    | ✓                  |                      |             |
|                               | b. Repair   |                          |                      |                    |                      | ✓           |
| 7                             | Playground equipment  |                          |                      |                    |                      |             |
|                               | a. Repair   |                          |                      |                    |                      | ✓           |
|                               | b. Certified inspections  |                          |                      |                    |                      | ✓           |
|                               | c. Install  |                          |                      |                    |                      | ✓           |
|                               | d. Inspect daily for safety                                     | ✓                        | ✓                    | ✓                  |                      |             |
| 8                             | Auditorium seats  |                          |                      |                    |                      | ✓           |
| 9                             | Bleacher seats  |                          |                      |                    |                      | ✓           |

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| VIII. Grounds      |   | Elementary Custodians | Middle Custodians | High Custodians | Energy Management | Maintenance |
|--------------------|---|-----------------------|-------------------|-----------------|-------------------|-------------|
| 1                  | Mowing  |                       |                   |                 |                   |             |
|                    | a. Hand mowing - except high schools                                    |                       |                   | ✓               |                   | ✓           |
|                    | b. Edging - except high schools   |                       |                   | ✓               |                   | ✓           |
|                    | c. Gang mowing - except high schools                                    |                       |                   | ✓               |                   | ✓           |
| 2                  | Pruning   | ✓                     | ✓                 | ✓               |                   |             |
| 3                  | Planter areas   |                       |                   |                 |                   |             |
|                    | a. Weed control   | ✓                     | ✓                 | ✓               |                   |             |
|                    | b. Fertilizing  |                       |                   | ✓               |                   |             |
|                    | c. Bark   |                       |                   |                 |                   | ✓           |
|                    | d. Shrub and flower planting  | ✓                     | ✓                 | ✓               |                   |             |
| 4                  | Turf fertilizing and turf weed control                                  |                       |                   |                 |                   | ✓           |
| 5                  | Policing, litter removal, pea gravel sweeping, playground bark sweeping | ✓                     | ✓                 | ✓               |                   |             |
| 6                  | Irrigation & watering   | ✓                     | ✓                 | ✓               |                   |             |
| 7                  | Snow removal  |                       |                   |                 |                   |             |
|                    | a. All sidewalks including perimeter on public streets                  | ✓                     | ✓                 | ✓               |                   |             |
|                    | b. Plow driveways, parking lots   |                       |                   |                 |                   | ✓           |
| 8                  | Fencing   |                       |                   |                 |                   |             |
|                    | a. Repair   |                       |                   |                 |                   | ✓           |
|                    | b. Install  |                       |                   |                 |                   | ✓           |
|                    | c. Inspect  | ✓                     | ✓                 | ✓               |                   |             |
| IX. Asphalt Repair |   |                       |                   |                 |                   |             |
| 1                  | Small potholes  |                       |                   |                 |                   | ✓           |
| 2                  | Extensive repairs   |                       |                   |                 |                   | ✓           |
| 3                  | Inspection  | ✓                     | ✓                 | ✓               |                   |             |
| X. Painting        |   |                       |                   |                 |                   |             |
| 1                  | Painting  |                       |                   |                 |                   | ✓           |
| 2                  | Graffiti  |                       |                   |                 |                   | ✓           |
| 3                  | Parking lots playground striping  |                       |                   |                 |                   | ✓           |
| 4                  | Vinyl wall covering/patch & replace                                     |                       |                   |                 |                   | ✓           |
| XI. Audio/Visual   |   |                       |                   |                 |                   |             |
| 1                  | Data wire repair Footprints IT  |                       |                   |                 |                   |             |
| 2                  | Copier repair   |                       |                   |                 |                   | ✓           |
| 3                  | T.V. repair   |                       |                   |                 |                   | ✓           |
| 4                  | VCR/DVD & CD repair   |                       |                   |                 |                   | ✓           |
| 5                  | Intercoms   |                       |                   |                 |                   | ✓           |
| 6                  | Scoreboards   |                       |                   |                 |                   |             |
|                    | a. Light bulbs  |                       |                   | ✓               |                   |             |
|                    | b. Scoreboard repairs and maintenance                                   |                       |                   |                 |                   | ✓           |
| 7                  | Theatre lights & sound  |                       |                   |                 |                   | ✓           |
| 8                  | Point of sale   |                       |                   |                 |                   | ✓           |
| 9                  | Projector bulb replacement  | ✓                     | ✓                 | ✓               |                   |             |
|                    | a. Projector clean filter   | ✓                     | ✓                 | ✓               |                   |             |

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| <b>XII.</b>  | <b>Training</b>   |                          |                      |                    |                      |             |
| 1            | StruxureWare training for Head Custodians   |                          |                      |                    | ✓                    | ✓           |
| 2            | Coordinate training from outside Vendors  |                          |                      |                    | ✓                    | ✓           |
| 3            | Preventative Maintenance training   |                          |                      |                    | ✓                    | ✓           |
| 4            | Create opportunities for interdepartmental training   |                          |                      |                    | ✓                    | ✓           |
| <b>XIII.</b> | <b>Post Construction/Retrofit Inspection</b>  |                          |                      |                    |                      |             |
| 1            | Conduct inspections with Head Custodian   |                          |                      |                    | ✓                    |             |
| a.           | Lighting and controls   |                          |                      |                    | ✓                    |             |
| b.           | HVAC  |                          |                      |                    | ✓                    |             |
| c.           | Training on new equipment   |                          |                      |                    | ✓                    |             |
| d.           | Provide lists to New Construction and Maintenance on findings outside of parameters for warranty work |                          |                      |                    | ✓                    |             |
| <b>XIV.</b>  | <b>Utility Bill Tracking, Auditing, and Energy Savings Reporting</b>                                  |                          |                      |                    |                      |             |
| 1            | Collect Utility invoices (electricity, natural gas, sewer, water, refuse, and related services)       |                          |                      |                    | ✓                    |             |
| 2            | Enter in Utility Management software monthly  |                          |                      |                    | ✓                    |             |
| 3            | Audit and analyze for billing errors  |                          |                      |                    | ✓                    |             |
| 4            | Investigate extreme energy usage  |                          |                      |                    | ✓                    |             |
| 5            | Prepare and review monthly energy savings   |                          |                      |                    | ✓                    |             |
| 6            | Share reporting with administration and board   |                          |                      |                    | ✓                    |             |
| 7            | Upload data to Energy Star portfolio manager  |                          |                      |                    | ✓                    |             |
| 8            | Apply for Energy Star certification   |                          |                      |                    | ✓                    |             |
| 9            | Create school energy dashboards for patrons   |                          |                      |                    | ✓                    |             |
| 10           | Power Factor analysis and correction  |                          |                      |                    | ✓                    |             |
| <b>XV.</b>   | <b>Utility Rebates</b>  |                          |                      |                    |                      |             |
| 1            | Apply for rebates from Utility Vendors  |                          |                      |                    | ✓                    |             |
| a.           | Nutrition Services equipment  |                          |                      |                    | ✓                    |             |
| b.           | Sprinkler Systems   |                          |                      |                    | ✓                    |             |
| c.           | New Construction  |                          |                      |                    | ✓                    |             |
| d.           | Summer Projects   |                          |                      |                    | ✓                    |             |
| e.           | Electrical  |                          |                      |                    | ✓                    |             |
| f.           | HVAC  |                          |                      |                    | ✓                    |             |
| g.           | IT  |                          |                      |                    | ✓                    |             |