

ATA and office staff

Good practices for reducing electricity and thermal consumption

-Read and respect the Magna Carta of the Environment of the Institute

-At the end of the lessons and after cleaning, even in the afternoon, in the classrooms:

- check every day the operation, positioning and locking of the thermostats in the radiators in the classrooms, in the corridors and in the laboratories and in the event of anomalies report them to the Warehouse Office, stating the date of the intervention. In the event of the students' responsibility being communicated in writing to the management
- check the closing of the windows (especially where there are tilt and turn closures covered with curtains)
- open the curtains in the classrooms where they cover the radiators

-Communicate to the Warehouse Office, writing down the date of the intervention request

- the breakages of the curtains (or parts of them), of the thermostat and of the thermostats in the classrooms, in the laboratories and offices
- the malfunctioning of lights and radiators in classrooms, corridors, offices and bathrooms
- any malfunctions in bathrooms against water heaters, flushes, taps water

-In the periods of Christmas closure, carnival, stage or alternation-school work in which the classes are absent for several days

- set the thermo-valves or thermostats in the unused classrooms to a minimum
- check the closing of the windows and the correct positioning of the curtains
- turn off the main switch of the electronic register in the classrooms.

-Turn off electric water heaters in bathrooms, if not used for several days.

-Manage the lighting of the lights in the runners with good sense considering that, as noted analytically by surveys carried out using appropriate sensors in different coverage situations cloudy and in all the corridors of the different buildings of the Institute, they

are almost never necessary during the day, even in conditions of accentuated external cloudiness.

- A minimum of 50 lux is prescribed by good lighting standards in the places of passage: in based on this data, only the central stairwell and the atriums of stairs B on the first and second floors they result in poorly lit places. All other corridors and staircase B of the central office, the corridors of the Corazzin, of the New Construction and of the former dairy are sufficiently naturally lit. Even on cloudy winter days
- *It would be advisable to equip the ATA personnel station with lighting points (for example lamps) floors and in the darkest points (so as to turn off the general lights)*
- It is advisable to equip the concierge ATA staff with a luxmeter (already in possession of the school) and instruct it appropriately if you want to check the brightness of the premises
- In offices and laboratories, where operating conditions may require more lighting (max 400 lux on the desks), is however strongly recommended to the staff work to consider among its tasks, also that of evaluating with good sense the need or not artificial lighting.
- Brightness reference values (in lux)

- Zona di Passaggio: 50 – 150 lux
- Zona Lettura: 200 – 500 lux
- Bagno: 100-150 lux
- Uffici generali: 300 – 400 lux
- Uffici disegno, attività tecnica: 400 – 500 lux