

Category:	Procedure:	
<b>Business Management</b>	<b>Energy Management Scheduling</b>	
Descriptor Code:	Issued Date:	Revised Date:
<b>AP-E-110-8</b>	<b>June 1997</b>	<b>October 2003</b>

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When scheduling the use of a school facility before or after school hours, the following steps must be taken to assure the use of utilities.

1. Complete the Energy Management Request Form.
2. Provide at least twenty-four (24) hour advance notice.
3. Turn the form in to the Maintenance Department – Fax 865-594-1352.