

**SAVINGS ON MUNICIPAL SERVICES****ELECTRICITY**

- (i) Outside lights must be switched off during the day.
- (ii) Only when natural light is inadequate should classroom lights be switched on during the day.
- (iii) Only the security lights and lights of corner classrooms must be switched on at night.
- (iv) During weekends and school holidays, the abovementioned lights (see (iii)) must be switched on at night and switched off in the morning.
- (v) The installation of pre-paid electricity meters must be considered as schools will be able to exercise better control over their use of and spending on electricity. Eskom and most other municipalities have indicated that it will be possible for them to install these meters.

**WATER**

- (i) Municipal water restrictions, as issued from time to time by local authorities, supersede any other requirements and must, besides any other guidelines, be strictly adhered to.
- (ii) Water sprinklers must be used sparingly and turned off when lawns and flower beds are wet enough. There are service providers that install water restriction meters, such an option should be considered by schools.
- (iii) The water supply to urinals and taps outside the buildings must be closed at the stopcocks when not required, e.g. after school hours and especially during weekends.
- (iv) Staff must ensure that all taps are closed properly before they leave the premises.
- (v) Supply pipes and water meters must be checked regularly for leakages and defects. The following procedure must be followed:
  - When the school closes for the day, ensure that all taps are closed and take the meter reading.
  - Take another reading in the morning before any taps are opened.
  - Compare the readings and, if they differ, take the following steps:
    - When the school closes the next day, close the stopcocks and take a meter reading.
    - Take a reading the next morning before the stopcocks are opened.
    - If there is still a difference between the readings, it indicates that the water meter is defective or that there is a pipe leakage.
    - Make arrangements immediately to have the defective water meter and/or pipe repaired.
- (vi) These water saving measures should be read in conjunction with Infrastructure Planning and Property Management Minute 0001/2020, dated 08 June 2020.

**REFUSE REMOVAL**

Monitor the number of refuse bins used. Local authorities normally levy a tariff per bin. It is therefore important to use as few refuse bins as possible. Consideration could also be given to appointing a private contractor to remove the school's refuse.