

ENERGY CONSERVATION GUIDELINES

In accordance with the District imperative of wisely using resources, District personnel and custodial service employees will adhere to the energy conservation guidelines contained herein. Each teacher will be responsible for implementing these guidelines during the time that he/she is present in the classroom. In order to facilitate energy conservation, each principal will receive energy consumption information as directed by the Superintendent. Each principal shall help the Energy Manager to conserve energy in his/her building.

General

1. All classroom doors should remain closed when HVAC is operating. District staff will ensure that doors between conditioned space and no-conditioned space remain closed at all times (i.e. between offices and hallways and gymnasiums and hallways).
2. All exhaust fans should be turned off during unoccupied hours.
3. All office machines (copy machines, laminating equipment, etc.) should be switched off each night and during unoccupied times. Fax machines should remain on.
4. All computers should be turned off each night. This includes the monitor, local printer, and accessory speakers. Network equipment is excluded.
5. All computers should be programmed for the "energy saver" mode using the built-in power management feature. If network constraints resists this for a PC, employees are to ensure that the monitor "sleeps" after ten (10) minutes of inactivity.

Responsibilities

1. Every person is expected to be an "energy saver" as well as an "energy consumer."
2. Custodians are responsible for energy control in common areas such as halls and cafeteria.
3. Since custodians are typically the last person to leave a building in the evening, they shall be responsible for the verification of nighttime shutdown.
4. Principals and the energy manager are responsible for the total usage of individual schools.
5. The Energy Manager shall perform routine audits of all facilities and communicate the audit results to the appropriate personnel.
6. The Energy Manager is responsible for either directly or indirectly making adjustments to the District's computerized energy management system, including temperature settings and run times for HVAC and other controlled equipment.
7. The Energy Manager shall provide regular reports to Principals including performance in regard to energy savings in their buildings.
8. The District shall remain committed to and responsible for maintenance of the learning environment in light of its desire to save money by controlling energy usage.

9. To complement the District's energy management program, the District shall develop and implement a preventative maintenance and monitoring plan for its facilities and systems including HVAC, building envelope, and moisture control.

Building and Equipment Management

OCCUPIED AND UNOCCUPIED SETTINGS

Heating and air conditioning occupied start times may be adjusted depending on the weather to ensure classroom comfort when school begins. Unoccupied settings for all buildings will begin when students leave an area, at the end of a scheduled District-sponsored day or event, and any other time school is not in session or there is a holiday.

HEATING AND HOT WATER

1. Occupied set points will be set between 68 and 72 degrees Fahrenheit. The unoccupied set point will be 50 degrees Fahrenheit. Occupied temperature settings in offices and classrooms shall not be above 72 degrees Fahrenheit.
2. During the spring and fall when there is no threat of freezing, all steam and forced air heating systems will be switched off using the appropriate loop pumps.
3. Domestic hot water systems will be set no higher than 120 degrees Fahrenheit for regular use and 140 degrees Fahrenheit for cafeteria service (with dishwasher booster).

AIR CONDITIONING

1. Occupied set points will be set between 74 and 78 degrees Fahrenheit. The unoccupied setpoint will be 90 degrees Fahrenheit. Occupied temperature settings in offices and schools shall not be set below 74 degrees Fahrenheit.
2. During the unoccupied times the air conditioning equipment shall be off. Weekends, school holidays, and summer are all considered unoccupied at schools unless there is a District sanctioned need. It is anticipated that the temperature of classrooms will be maintained long enough to afford comfort for teachers remaining in the classrooms after students have left.
3. All HVAC equipment shall be shut down when temperatures outside moderate and/or cross ventilation is available to reduce room temperatures.

LIGHTING

1. All unnecessary lighting in unoccupied areas should be turned off. Teachers should make certain that lights are turned off when leaving a classroom empty. Where appropriate, natural lighting should be used in place of electric lighting.
2. All outside lighting shall be off during daylight hours.
3. Gym lights should not be left on unless the gym is being utilized.
4. All lights will be turned off at the onset of unoccupied times. Custodians are to turn on lights only on areas in which they are working.

5. Employees are only to turn on lights that are definitely needed.

WATER

1. All plumbing and/or intrusion (i.e. roof) leaks are to be reported and repaired immediately.
2. Outside watering of grounds should only take place when absolutely necessary and only between the hours of 4 am and 10 am.

The District shall adopt, observe, and implement these guidelines as stated herein. However, these guidelines are not intended to be all-inclusive, and they may be modified as needed.

CROSS REF: Policy 4:70

REGULATION

Approved: 8/22/02
Revised: 9/17/07, 11/12/12, 5/24/2021
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