

ENERGY MANAGEMENT CONSERVATION PROCEDURES

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Disclaimer: These guidelines are not intended to be all-inclusive. They may be modified for local conditions. These guidelines supersede all previous instructions related to building management or energy usage guidelines. It is essential that these energy guidelines be observed and implemented as outlined.

Objectives:

- Eliminate energy waste
- Ensure the comfort for the students
- Ensure acceptable indoor air quality per industry standards

Responsibilities:

- Every person is expected to be an “energy saver” as well as an “energy consumer.”
- The teacher is responsible for implementing the guidelines during the time that he/she is present in the classroom.
- The custodian is responsible for control of common areas; i.e. halls, cafeteria, etc.
- Since the custodian is typically the last person to leave a building in the evening, he/she is responsible for verification of the nighttime shutdown.
- The principal is responsible for the total energy usage of his/her building.
- The Energy Manager performs routine audits of all facilities and communicates the audit results to the appropriate personnel.
- The Energy Manager provides regular reports to Principals indicating performance with regard to energy savings.

GENERAL

1. All unnecessary lighting in unoccupied areas will be turned **off**. Teachers should make certain that lights are turned off when leaving the classroom when empty. Utilize natural lighting where appropriate.
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** when students and teachers leave school. Custodians will turn on lights only in the areas in which they are working.
5. Refrain from turning lights on unless definitely needed. Remember that lights not only consume electricity, but also give off heat that places an additional load on the air conditioning equipment and thereby increases the use of electricity necessary to cool the room.
6. Classroom doors shall remain **closed** when HVAC is operating. Ensure doors between conditioned space and non-conditioned space remain closed at all times (i.e. between hallways and gym or pool areas.)
7. All exhaust fans should be turned **off** every day and during unoccupied hours.
8. All office machines (copy machines, laminating equipment, etc.) shall be switched **off** each night and during unoccupied times. Fax machines should remain on.
9. All computers should be turned **off** each night. This includes the monitor, local printer, and speakers. Network equipment is excluded.
10. All capable PC's should be programmed for the “energy saver” mode using the power management feature. If network constraints restrict this for the PC, ensure the monitor “sleeps” after 10-minutes of inactivity.

Cooling Season Occupied Set Points	75°F - 78°F
Heating Season Occupied Set Points	68°F - 72°F

AIR CONDITIONING EQUIPMENT

1. Occupied temperature settings shall NOT be set below 75°F.
2. During unoccupied times, the air conditioning equipment shall be off. The unoccupied period begins when the students leave the area at the end of the school day. It is anticipated that the temperature of the classroom will be maintained long enough to afford comfort for the period the teacher remains in the classroom after the students have left.
3. Air conditioning start times may be adjusted (depending on weather) to ensure classroom comfort when school begins.
4. Ceiling fans should be operated in all areas that have them.
5. Relative humidity levels shall not exceed 60% at any time.
6. Air conditioning should not be utilized in classrooms during the summer months unless the classrooms are being used for summer school or year-round school. Relative humidity levels should be monitored to verify level remains below 60%. Air conditioning may be used by exception only or in those schools that are involved in a team-cleaning concept.
7. In all areas which have evaporative coolers such as shops, kitchens and gymnasiums, the doors leading to halls which have air conditioned classrooms or dining areas should be kept closed as much as possible.
8. Where cross-ventilation is available during periods of mild weather, shut down HVAC equipment and adjust temperature with windows and doors. Cross-ventilation is defined as having windows and/or doors to the outside on each side of a room.

HEATING EQUIPMENT

1. Occupied temperature settings shall NOT be above 72°F.
2. The unoccupied temperature setting shall be 55°F (i.e. setback.) This may be adjusted to a 60°F setting during extreme weather.
3. The unoccupied time shall begin when the students leave an area.
4. During the spring and fall when there is no threat of freezing, all steam and forced air heating systems should be switched off during unoccupied times. Hot water heating systems should be switched off using the appropriate loop pumps.
5. Ensure all domestic hot water systems are set no higher than 120°F or 140°F for cafeteria service (with dishwasher booster.)