

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 (halls, cafeteria etc.)

Since the custodial staff is last to leave a building, 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 is responsible for either directly or indirectly making adjustments to the District’s EMS, including temperature settings and run times for HVAC and other controlled equipment.

The Energy Manager provides regular reports to the Principals indicating performance with regards to energy savings.

The district is committed to and responsible for maintenance of the learning environment.

**To complement the district’s energy management program, the district shall develop and implement a preventive maintenance and monitoring plan for its facilities and systems, including HVAC, building envelope, and moisture management.**

GENERAL

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).

Proper and thorough utilization of data loggers will be initiated and maintained to monitor relative humidity, temperature, and light levels throughout the district’s buildings to ensure compliance with district guidelines.

All exhaust fans should be turned **off** every day and during unoccupied hours, except in sensitive areas (science labs, chemical storage areas, etc.).

All office machines (copy machines, laminating equipment, etc.) shall be switched **off** each night and during unoccupied times, if possible. Fax machines should remain on.

All computers should be turned off each night. This includes the monitor, local printer, and speakers. Network equipment is excluded.

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.

LIGHTING

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.

All outside lighting shall be **off** during daylight hours. Gym lights should not be left on unless the gym is being utilized.

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.

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.

<b>Cooling Season Occupied Set Points<sup>1</sup>:</b>	<b>73°F - 75°F</b>
<b>Unoccupied Set Points:</b>	<b>85°F</b>
<b>Heating Season Occupied Set Points<sup>1</sup>:</b>	<b>68°F - 70°F</b>
<b>Unoccupied Set Point:</b>	<b>50°F</b>

<sup>1</sup> set points are in accordance with ASHRAE 55 "Thermal Conditions for Human Occupancy"

AIR CONDITIONING

Occupied temperature settings shall *NOT be set below 73°F*.

During unoccupied times, the air conditioning equipment shall be **off** or only used to maintain the unoccupied set points. The unoccupied period begins 30 minutes after 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.

Air conditioning start times may be adjusted (depending on weather) to ensure classroom comfort when school begins.

Ensure automated outside air dampers are closed during unoccupied times.

Ceiling fans should be operated in all areas that have them during occupied times.

Relative humidity levels shall not exceed 60% for any 24 hour period.

Air conditioning should be utilized in classrooms during the summer months only to maintain the summer shut-down set points, for classrooms being used for summer school, or for year-round school. Air conditioning may be used by exception only in schools involved in team or carpet cleaning.

#### HEATING EQUIPMENT

Occupied temperature settings shall NOT be above 70°F.

The unoccupied temperature setting shall be 50°F (i.e. setback). This may be adjusted to a 60°F setting during extreme weather.

The unoccupied time shall begin when the students leave an area.

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.

Ensure all domestic hot water systems are set no higher than 120°F or 140°F for cafeteria service (with dishwasher booster).

Implement procedures that ensure all domestic hot water re-circulating pumps are switched off during unoccupied times.

For heat pumps, ensure a 5°F dead-band between heating and cooling modes.

#### WATER

Ensure all plumbing and/or intrusion (i.e. roof) leaks are reported and repaired immediately.

Grounds watering should only be done between 8pm -10am. Do not water during the heat of the day, typically between 10am – 8pm.

When spray irrigating, ensure the water does not directly hit the building.

Ensure water sub-meters are installed on irrigation and cooling water supply lines to eliminate sewer charges.

AREAS OF CONCERN  
CLASS AND OFFICE  
APPLIANCES

As the district expands, energy costs to operate facilities soar. In an effort to control these costs the district will be considering ways to reduce energy usage. One of the best ways to impact energy usage is to reduce the amount of unnecessary appliances such as space heaters and classroom refrigerators.

Throughout the district, each campus has 15 to 20 classrooms with refrigerators in them. Each one of these refrigerators' costs approximately \$28 a year to operate. Employees should consolidate, if possible, or use only if necessary. Questions or concerns should be addressed with the district's Energy Manager.