

ENERGY CONSERVATION GUIDELINES

It is essential that energy guidelines be observed in the operation of the cooling, lighting and heating equipment. The teacher is responsible for implementing the guidelines when present in the classroom. The building principal is held responsible for the total energy usage of the building. The Facilities Services Manager will be provide information reflecting the energy consumption for each building on a monthly basis.

To maintain an environment that is conducive to the educational process, the classroom temperature should be between 75 and 78 degrees during the cooling season and between 68 and 72 degrees during the heating season.

Specific areas of emphasis include:

- Every student and employee is expected to contribute to energy efficiency in our district. Every person is expected to be an “energy saver” as well as an “energy consumer”.
- When students and teachers leave school all unnecessary lighting in unoccupied areas will be turned off. Custodians will turn on lights only in the areas in which they are working.
- During the summertime, air conditioning will be used only in schools having summer programs and in occupied areas. Air conditioning may be used in those schools that are actively involved in a deep cleaning.
- The building principal at each school will be responsible for a complete and total shutdown of the facility when closed each evening.

PROCEDURES FOR OPERATING AIR CONDITIONING EQUIPMENT

The following energy conservation procedures are to be observed in those buildings possessing air conditioning equipment:

Buildings with windows, ceiling fans and individual classroom controls should:

- Teachers will refrain from turning the air conditioning equipment on until the outside temperature exceeds 78 degrees. Temperature control should be achieved by the use of ceiling fans and window adjustments. During air conditioning season, the custodian should open the classroom windows upon arrival each morning if the outside temperature is below 78 degrees. There will be times when the outdoor temperature is such that the energy management system will not allow the cooling or the heating equipment to operate.

- The principal will be responsible for devising a system of notifying the teachers when the air conditioning is to be turned on. It will be the teacher's responsibility to close all windows and doors when the heating or air conditioning system is operating.
- When the temperature is such that cooling is needed at the beginning of the school day, the start time for air conditioning equipment at each campus should be set as late as possible while still allowing time to cool the building to guideline temperature by the beginning of classes.
- Thermostats will be set at 75 to 78 degrees when air conditioning is in operation. It is anticipated that by maintaining the 75 to 78 degree thermostat setting, the classroom climate can be reduced to an even more comfortable level by the use of ceiling fans where available.
- All doors and windows shall be closed when the air conditioning equipment is in operation.
- Use only the required lighting. Lights not only consume electricity, but also give off heat which, in turn, places an additional load on the air conditioning equipment and thereby increases the use of electricity necessary to cool the room. It may be possible to use only one (1) bank of lights.
- The air conditioning equipment should be turned off at the end of the duty day. 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 may be utilized for summer programs. Custodians will be expected to open windows to provide necessary ventilation. Air conditioning may be used in those schools that are actively involved in deep cleaning.
- The building principal, in coordination with the Facilities Services Manager, will devise a plan for turning the air conditioning units on in phases to prevent overloading the system which occurs when all units are turned on at the same time. This will be done automatically in those buildings monitored by the central energy plant.

PROCEDURES FOR OPERATING HEATING EQUIPMENT

The following energy conservation guidelines are to be observed when operating heating equipment in school buildings:

- The thermostat controls shall be set no higher than 70 degrees.
- All doors and windows will be closed when the heating equipment is in operation.
- In those buildings with central controls, the start time for the heating equipment shall be set as late as possible while still allowing time to heat the building to guideline temperature by the beginning of classes. In those buildings with individual classroom controls which the custodian can access, the custodian will be responsible for setting the thermostat controls appropriately at the beginning of the day.
- In those classrooms with individual thermostat controls, the teacher will be responsible for setting the thermostat on 55 degrees as he/she leaves the room at the end of each day. The building principal is responsible for setting thermostat controls to 55 degrees in the rest rooms, offices and other heated areas at the end of the day.
- In those buildings with central controls, the building principal is responsible for setting the control system on 55 degrees at the end of each day.
- The building principal is responsible to ensure that the custodial staff performs an end-of-day shutdown checklist on Monday through Thursday and a weekend shutdown checklist on Friday to make certain that the building is closed or shutdown in an energy conservative manner.
- During extremely cold weather the 55 degree setback may not allow a building to heat to a comfortable level by the time the students arrive, you must take the following actions:
 - Notify the office of the Facilities Service Manager or Buildings and Grounds Manager immediately. They will advise on the appropriate setting.

PROCEDURES FOR OPERATING LIGHTING EQUIPMENT

The following energy conservation guidelines are to be observed when operating lighting equipment in school buildings:

- Lights in classrooms should not be turned on unless definitely needed. Teachers shall make certain that lights are turned off when leaving the classroom.
- Lights in gymnasiums will not be left on unless the gym is being utilized.
- All outside lights will be turned off during daylight hours.

- During non-school hours, custodians shall only turn lights on in the specific area in which they are working.
- Copy machines, laminating equipment, computers, except for any network servers that must be left on, and other office machines should be turned off by the office staff each night.
- All classroom computers shall be turned off each day at the end of the last class.

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