

ENERGY CONSERVATION GUIDELINES

These guidelines are not intended to be all-inclusive and shall supersede all previous instructions related to building energy management.

A. Objectives:

1. Ensure adequate comfort of students, staff and others using the facilities.
2. Ensure acceptable indoor air quality in accordance with industry standards.
3. Eliminate energy waste.

B. Responsibilities:

1. Every person is expected to be an "energy saver" as well as an "energy consumer."
2. The teacher is responsible for implementing the guidelines during the time that he/she is present in the classroom.
3. The custodian is responsible for implementing the guidelines of common areas, i.e. halls, cafeteria, etc.
4. 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.
5. The principal is responsible for overall energy usage in his/her building.
6. The Director of Operations will perform routine audits of all facilities and communicate the audit results to the appropriate personnel.
7. The Director of Operations will provide regular reports to principals indicating performance with regard to energy savings.

C. General Energy Conservation Measures

1. All unnecessary lighting in unoccupied areas will be turned off. Teachers should utilize natural lighting where appropriate and make certain that lights are turned off when leaving the classroom when empty.
2. All lights will be turned off when students and teachers leave school.
3. Outside lighting should be off during daylight hours.
4. Gym lights should not be left on unless the gym is being utilized.
5. All lights, except security lighting, will be turned off when facilities are not occupied. Exceptions may be made for times when safety and protection of persons or property requires additional lighting.
6. During unoccupied periods, custodians will turn on lights only in the area in which they are working.
7. Educational efforts will be made to help staff refrain from turning lights on unless definitely needed and to understand that lights not only consume electricity, but also give off heat placing an additional load on the air conditioning equipment and, thereby, increases the use of electricity necessary to cool the room.
8. The use of personal appliances such as electric coffee makers, microwaves, refrigerators, toaster ovens, pizza makers, and/or other cooking or refrigeration appliances will not be allowed without the prior approval of the Director of Operations, in consultation with the building principal. Such appliances will be confined to the staff lounge or designated areas where they can be appropriately used and monitored. All approved items must be Energy Star Rated and Underwriters' Laboratory (UL) Approved.

9. Doors and windows between air-conditioned space and non air-conditioned space should remain closed as much as possible.
10. Office machines (copy machines, laminating equipment, etc.) shall be switched off each night and during unoccupied times, unless equipped with a power saver mode. Fax machines may remain on.
11. Computers should be turned off each night, including the monitor, local printer, central processing unit (CPU) and speakers. Network equipment may be left on.
12. Personal computers (PCs) should be programmed for the "energy saver" mode using the power management feature.
13. Areas of water intrusions will be repaired and standing water eliminated.
14. Positive building pressure will be maintained.
15. Moisture extraction equipment must be used when cleaning carpets.

C. Air Conditioning Equipment

1. Occupied temperature settings shall be determined by the Director of Operations, consistent with applicable legal requirements. During unoccupied times, the air conditioning equipment should be turned off or set at higher temperatures. The unoccupied period begins at the end of the regular school day, unless community activities are scheduled.
2. Air conditioning start times may be adjusted (depending on weather) to ensure classroom comfort when school begins.
3. Outside air dampers will be closed during unoccupied times.
4. Ceiling fans should operate in all areas that have them.
5. A District-wide maintenance program to ensure clean coils and drain pans will be established.
6. Air conditioning should be utilized in classrooms during the summer months only when classrooms are scheduled for summer school or other community activities.
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.

D. Heating Equipment

1. Efforts shall be made to operate heating systems in occupied zones only, except as noted below.
2. Occupied temperature settings shall be determined by the Director of Operations, consistent with applicable legal requirements. The unoccupied temperature setting shall be set at lowest reasonable level.
3. The unoccupied time shall begin at the end of the regular school day, unless the area is used for community activities.

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