

ENERGY CONSERVATION GUIDELINES

It is very important that energy guidelines be observed for the operation of the cooling and heating equipment. All employees will take responsibility for implementing these guidelines in their work areas, i.e., the teacher will be responsible for implementing the guidelines during the time that he/she is present in the classroom; the principal will be responsible for the total energy usage of his/her building; the Associate Superintendent will be responsible for implementing these guidelines in the district offices, etc. The principal will receive information reflecting the energy consumption for his/her 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.

In the guidelines the term principal is synonymous with building/program supervisor; the term teacher is synonymous with employee; the term classroom is synonymous with work area.

Specific areas of emphasis include:

1. Students and employees are expected to contribute to energy efficiency in our district. Each person is expected to be an "energy saver" not just an "energy consumer".
2. All unnecessary lighting in unoccupied areas is to be turned off. Lights are to be turned off when students and staff leave the building and/or when any employee leaves his/her work area. Custodians are to utilize lighting only in necessary areas in which they are working and/or for safety reasons.
3. During summer months, air conditioning will only be used in schools having summer school and in office and/or classroom areas occupied for other district programs.
4. A custodian at each building will be responsible for a setting the heating/cooling/lighting, etc. at the facility when the building is closed each evening.

continued

PROCEDURES FOR OPERATING AIR CONDITIONING EQUIPMENT

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

1. Buildings with windows, ceiling fans and individual classroom controls:
 - a. The principal and/or designees have to utilize discretion in turning on the air conditioning relative to humidity and heat. The basic indicator is to turn the air conditioning equipment on when 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 raise the classroom windows upon arrival each morning (if applicable) if the outside temperature is below 78 degrees. The principal will develop a procedure for notifying the staff when the air conditioning is to be operational.
 - b. 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. It is the teacher's responsibility to close all windows and doors of their classroom when the heating or air conditioning system is operating.
 - c. The thermostat controls are to be set at 75-78 degrees when air conditioning is in operation. It is anticipated that by maintaining the 75-78 degree thermostat setting, the classroom climate can be reduced to an even more comfortable level by the use of ceiling fans. Ceiling fans should be operated in all areas which have them.
 - d. When appropriate, individual classroom and office doors are to be closed while the air conditioning equipment is in operation.
 - e. Lights are to be utilized as needed. Lights not only consume electricity, but also give off heat which, in turn, places an additional load on the air conditioning equipment and thereby increased the use of electricity necessary to cool the room.

continued

District Code:

- f. The air conditioning equipment is to be turned off at the approximate time the students leave school. It is anticipated that the temperature of the classroom will be maintained long enough to afford comfort for the period the staff remains in the building after the students have left.
 - g. Air conditioning can be utilized in classrooms for summer school and special circumstances requiring usage of the system. During periods of general cleaning, the expectation is to open doors and windows for ventilation.
 - h. The principal, in coordination with the energy manager, will be expected to 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.
2. In those air conditioned areas within a building that have windows and no ceiling fans, the same procedure as listed in item 1 are to be observed with the following exceptions:
 - a. Air conditioning equipment is not to be turned on until the outside temperature exceeds 75 degrees.
 - b. The thermostat controls are to be set no lower than 75 degrees when the air conditioning equipment is in operation.
 3. Buildings without windows and ceiling fans should maintain a thermostat setting of no less than 75 degrees.

PROCEDURE FOR OPERATING HEATING EQUIPMENT

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

1. The thermostat controls are to be set no higher than 70 degrees.
2. If appropriate, individual classroom and office doors are to be closed when the heating equipment is in operation.

continued

District Code:

3. In 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 principal and/or his/her designee will be responsible for setting thermostat controls on 55 degrees in the restrooms, offices and other heated areas at the end of the day.
4. In those buildings with central controls, the principal and/or his/her designee will be responsible for setting the thermostat at 55 degrees at the end of each day.
5. The principal will be responsible to insure 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.
6. If it is found on extremely cold nights that 55 degrees is not sufficient to heat your building so that it is more comfortable when the students arrive in the morning, take the following action:
 - a. Set the night time temperature setting at 60 degrees.
 - b. Notify the office of the Energy Manager immediately.
7. The exhaust fans in the restrooms shall be turned off at the end of each day.
8. To make certain that the buildings are warm when the students and staff arrive each morning, the custodian will be responsible for setting the thermostat controls at the appropriate temperature as he opens the building each morning.

Adopted: October 27, 1992