

ENERGY MANAGEMENT CONSERVATION

The following guidelines and procedures supersede all previous instructions. It is expected that the guidelines and procedures be observed in the operation of the cooling, heating, and lighting equipment. Each teacher is responsible for implementing the guidelines and procedures during the time that he/she is present in a classroom. The Building Principal is responsible for the total energy usage of his/her campus. The Building 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 74 and 76 degrees during the cooling season and between 66 and 70 degrees during the heating season. Areas of importance and merit continuous monitoring include:

- Every student and employee will be expected to contribute to energy efficiency in the District. Every person will be expected to be an "energy saver" as well as an "energy consumer."
- All unnecessary lighting in unoccupied areas will be turned off. All lights will be turned off when students and teachers leave the campus. Custodians will only turn on lights in the areas in which they are working.
- During the summertime, air conditioning will be used only in buildings having summer school and in office areas where daily work is occurring. Air conditioning may be used in those buildings that are involved in a team-cleaning concept.
- The head custodian at each campus will be responsible for a complete and total shutdown of the facilities 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:

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

- (1) Refrain from turning the air conditioning equipment on until the outside temperature exceeds 76 degrees. Temperature control should be achieved by the use of ceiling fans and window adjustments. During air conditioning season, a custodian should raise the classroom windows upon arrival each morning (if applicable) when the outside temperature is below 76 degrees. The Building Principal is responsible for devising a system to notify teachers when the air conditioning is to be turned on.

- (2) There will be times when the outside temperature is such that the energy management system will not allow cooling or heating equipment to operate. It will be the teacher's responsibility to close all windows and doors when the heating or air conditioning system is operating.
- (3) 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 but still allowing time to cool the building to the specified temperature by the beginning of classes.
- (4) Set the thermostat control at 74 to 76 degrees when air conditioning is in operation. It is anticipated that by maintaining the 74 to 76 degree thermostat setting, a classroom climate may 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.
- (5) Close individual classroom and office doors when air conditioning equipment is in operation.
- (6) Refrain from turning lights computers, and monitors on unless definitely needed. Remember that lights computers and monitors 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 the electricity needed to cool the room.
- (7) The air conditioning equipment should be turned off at the approximate time the students leave school at the end of the day. It is anticipated that the temperature of the classroom will be maintained long enough to afford comfort for the period of time the teacher remains in the classroom after the students have left.
- (8) Under no circumstances is air conditioning to be used in classrooms during the summer months unless the classrooms are being used for summer school or year-round school. Custodians are expected to open doors and windows to provide necessary ventilation. Air conditioning may be used in those buildings that are involved in a team-cleaning concept.
- (9) The Building Principal, in coordination with the District's energy manager, will be expected to devise a plan for turning the air conditioning units on in phases to prevent overloading the system which will occur if all units are turned on at the same time.
- (10) In all areas which have evaporative coolers, (e.g., shops, kitchens, gymnasiums), the doors leading to halls which have air conditioned classrooms or dining areas should be kept closed as much as possible.

- B. In those air conditioned areas within a building that have windows and no ceiling fans, the same procedure previously described in A.(1). should be observed with the following exceptions:
- (1) Air conditioning equipment is not to be turned on until the outside temperature exceeds 76 degrees.
 - (2) Thermostat controls are to be set no lower than 74 degrees when the air conditioning equipment is in operation.
- C. Buildings without windows and ceiling fans should maintain a thermostat setting of no less than 74 degrees.

PROCEDURES FOR OPERATING HEATING EQUIPMENT

The following energy conservation procedures are to be observed when operating heating equipment in District buildings:

- A. The thermostat controls shall be set no higher than 68 degrees.
- B. Classroom and office doors shall be closed when the heating equipment is in operation.
- C. In those buildings with central controls, the start time for the heating equipment should be set as late as possible while still allowing time to heat the building to a specified 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.
- D. In those classrooms with individual thermostat controls, the teacher will be responsible for setting the thermostat on 64 degrees as he/she leaves the room at the end of each day. The Building Principal or designee will be responsible for setting thermostat controls to 64 degrees in rest rooms, offices, and other heated areas at the end of the day.
- E. In those buildings with central controls, the Building Principal or designee will be responsible for setting the thermostat at 64 degrees at the end of each day.
- F. The Building Principal will be responsible to ensure that the custodial staff performs an end-of-day shutdown checklist for Monday through Thursday and the weekend shutdown checklist on Friday to make certain that the building is closed or shutdown in an energy conservative manner.

PROCEDURES FOR OPERATING LIGHTING EQUIPMENT

The following procedures are to be followed:

- A. Lights in classrooms should not be turned on unless definitely needed. Teachers should make certain that lights are turned off when leaving the classroom.

- B. Lights in all gymnasiums should not be left on unless the gym is being used.
- C. All outside lights should be turned off during daylight hours.
- D. Custodians in a building during non-school hours should turn lights on only in the specific area in which they are working.
- E. Exhaust fans in rest rooms shall be turned off at the end of the day.
- F. Copy machines, laminating equipment, computers and monitors (except for any network servers and fax machines that must be left on) and other office machines/equipment should be turned off by office staff each night.
- G. All classroom computers and monitors (except for any network servers that must be left on) should be turned off by students and/or staff each day at the end of the last class or between classes when possible.

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