

# Greater Albany SD 8J

## Administrative Regulation

Code: **ECF-AR**  
Adopted: 12/17/09

### **Energy Conservation and Sustainability Program**

The school district's energy conservation and sustainability program encompasses energy management (the operation of heating, ventilation and cooling equipment and general energy usage), green cleaning and landscaping techniques, recycling, and other initiatives. The principal/administrator is responsible for fostering an environment of conservation in their building. The Facility Supervisor will provide support for each building's conservation efforts.

#### **A. Goals for District Conservation Program**

1. Conserve energy so that the instructional program and support services can be effectively delivered while conserving energy dollars.
2. Eliminate energy and water waste, reduce physical waste, and incorporate sustainable practices in our buildings while ensuring a safe and healthy learning environment for all students and staff.
3. Educate every student and employee to contribute to energy efficiency in our District. Every person will be expected to be an "energy saver" as well as an "energy consumer".

#### **B. Procedures for General Energy Usage**

1. In order to maintain an environment that is conducive to the educational process, the classroom temperature should be in the following range:
  - a. Cooling Season: Between 75 and 78 degrees (for air conditioned buildings)
  - b. Heating Season: Between 68 and 72 degrees (in heated areas)

*Note: If temperatures are outside these ranges, report it to the custodian.*
2. Areas that are not occupied (even if left for a short period of time) will have lighting turned off. After the school day, custodians will use half lighting in the hallways where possible. Custodians will turn on lighting only in areas where they are working or for scheduled facility use.
3. Lights in all gymnasiums, cafeterias and auditoriums will be off unless the area is being utilized. Custodians are to report all non-working occupancy sensors to the Physical Plant.
4. All outside lights should be turned off during daylight hours (including lighting on timers and manual switches). Custodians are to report faulty photo cells to the Physical Plant.
5. The exhaust fans in the rest rooms will be turned off during periods of time when students are not present.
6. The office staff will either turn off copy machines (or ensure in energy saver mode), laminating equipment, and other office machines each night.

7. Teachers will ensure that all classroom computers, monitors, local printers, and speakers are turned off when the equipment will not be needed for an extended period of time. The exception to this rule is that computers will be left on over weekends to give the Technology Department the opportunity to remotely install software upgrades, virus protection upgrades, and conduct preventative maintenance to the hard drive (defragmentation). Computers should be programmed for the “energy saver mode using the power management feature.
8. Space heaters are to be eliminated from use in all buildings. Radiant heaters rated at 200 watts or less may be substituted. These devices must be turned off at the end of the day. Exceptions to the space heater ban may be made by the Facilities Supervisor if the temperature in the room or building cannot be consistently maintained above 68 degrees. Staff should first contact the building administrator who will in turn contact the Facilities Supervisor if an exception is needed.
9. Personal Refrigerators (compact): Because they run 24/7, refrigerators consume a significant amount of energy. In order to offset the cost to the district, effective September 1, 2010 any employee desiring to have a compact refrigerator in their classroom will make a \$40 annual payment to their school office manager before commencing use of the appliance (\$30 if the refrigerator is Energy Star Qualified). Exceptions may be made by site supervisors based on medical need (with a doctor’s note) and proximity to staff room refrigerators.
10. The custodian at each school will, to the extent practical, ensure that the building is left in an unoccupied mode at the closing of each school day or scheduled facility use. If the custodian is not the last person to leave the building then to the extent practical, the last person leaving the building will ensure that lights have been turned off.
11. Any area showing signs of mold should be reported to the custodian. Evidence of mold often indicates a ventilation system not functioning properly.

### **C. Procedures for Operating Heating Equipment**

1. The thermostat controls shall be set between 68 and 72 degrees during occupied times in the heating season. The Facility Department must approve exceptions in advance.
2. Individual classroom/office doors and windows will be closed when the heating equipment is in operation.
3. In the buildings with automatic temperature controls, the start time for the heating equipment should be set as late as possible while allowing time to heat the building to guideline temperature by the beginning of class.
4. In buildings with automatic temperature controls, the temperature will be set at 55 degrees (or appropriate set back temperature based on building history) at the close of the school day or scheduled facility use.
5. The principal will ensure that the custodian performs end-of-the-day shutdowns on Monday through Thursday and a weekend shutdown on Friday to make certain that the building systems are set in an energy efficient mode of operation.
6. Domestic hot water systems will be set between 120 F or 140 F for cafeteria service (with dishwasher booster). Ensure all domestic hot water circulating pumps are off during unoccupied times.
7. During spring and fall when there is no threat of freezing, all steam and forced air heating systems will be switched off during unoccupied times. Hot water systems will be switched off using the appropriate loop pumps.

8. If, on extremely cold nights, a 55 degree setback could cause coil freeze ups or not allow the building to heat to a comfortable level by the time students arrive, set the unoccupied temperature setting at 60 degrees.

#### **D. Procedures for Operating Air Conditioning Equipment**

1. When the temperature is such that cooling is needed at the beginning of the school day, the start time for air conditioning equipment will be set as late as possible while still allowing time to cool the building to guideline temperature settings.
2. Thermostat controls will be set between 75 and 78 degrees when air conditioning is in operation. If desirable, the use of stationary fans can further improve the comfort level in the room.
3. Refrain from turning lights on unless definitely needed. Remember that lights not only consume electricity, but also give off heat. This places an additional load on the air conditioning equipment and thereby increases the use of electricity necessary to cool the room.
4. The air conditioning equipment will be turned off (or set back based on individual building history) at the approximate time the students leave school. It is anticipated that the temperature of the classroom will be maintained long enough for the period the teacher remains in the classroom after the students have left.
5. Air conditioning will not be utilized in classrooms during the summer months unless the classrooms are occupied by students. The District Facility Supervisor/designee must approve exceptions.
6. Where cross-ventilation is available during periods of mild weather, shut down air conditioning equipment and adjust the temperature by opening windows and doors.
7. Close individual classroom and office doors when the air conditioning equipment is in operation.
8. In situations when the air conditioning is running in unoccupied areas (ex. floor wax will not dry due to high humidity, indoor air problems, etc.) outside make up air dampers will be placed in the fully closed position. These situations must have prior approval of the Facilities Supervisor.
9. Ensure that air conditioning systems operated from automatic temperature controls have outside air-dampers closed during unoccupied times.
10. For any 24-hour period the targeted relative humidity should not average greater than 60%.

#### **E. Watt Watchers Program**

1. Watt-watchers is a program that actively involves students in sustainability activities through energy auditing and occupancy awareness.
2. The District will support schools that choose to participate in this program.

#### **F. Procedures for Water Conservation**

1. Ensure that all plumbing (leaks, faucets, flush valves etc.) and/or areas where water is entering the building (i.e. roof leaks, basement water intrusions) or humidity sources (condensation on pipes, sweating walls) are reported and repaired immediately.

2. During the summer months, irrigation is only permitted with prior approval of the Facilities Supervisor. For sports field watering will be allowed two weeks prior to the official start of fall sports practices.
3. All watering should be done between 5:00 am and 10:00 am.

**G. Procedures for Physical Waste Reduction**

1. Use both sides of paper for printing (where practical), read documents on the computer screen rather than printing them out, and reuse paper that is clean on one side for in-house drafts and scratch paper.
2. Re-use cardboard boxes, manila envelopes and file folders.
3. Recycle items such as paper, aluminum cans, cardboard and plastic.

**H. Oregon Green Schools ([www.oreongreenschools.org](http://www.oreongreenschools.org))**

1. Oregon Green Schools is a non-profit organization helping schools in Oregon set up and maintain effective, permanent waste reduction and resource efficiency programs and recognizes schools for their efforts and achievements.
2. Schools recognized as Green Schools will receive an annual supplementary allocation of \$2 per student in recognition of the cost-savings generated by their waste reduction.