

Energy and Resource Conservation Guidelines

Every effort should be made to be wise stewards of our resources. To that end, it is the responsibility of every staff member and student to eliminate waste of our energy resources while still providing a safe and comfortable environment for all students and staff.

A successful energy and resource conservation program requires an advocate in every building. For schools, this advocate, or building administrator, is the principal; at support facilities it is the lead building director. Building administrators must take an active role as the advocates for conservation in their buildings. They can delegate some tasks, but they must lead by example. Proactive building administrators are the key to conserving energy and resources. Under their direction, facility operations staff also have an important role in achieving these goals.

These guidelines supersede all previous instructions. It is essential that these energy and resource conservation guidelines be observed in the operation of lighting and cooling/heating equipment and in the management of waste and recycling. Every person has a role to play in this effort. However, it is important to note that these energy and resource conservation guidelines shall not supersede the need to maintain a safe and secure environment for staff, students, and site visitors.

GENERAL RESPONSIBILITIES

Building Administrators

1. Building administrators are responsible for monitoring the appropriate use of all resources in their buildings.
2. Building administrators will support the development of and involvement in resource conservation programs.
3. Each school shall become a member of the Oregon Green Schools Program and form a “Green Team” to champion energy conservation and sustainability measures.
4. Building administrators are ultimately responsible for the total energy use of their facility.
5. The district’s facility operations department will provide energy management tools to each facility. Building administrators will be familiar with these tools and may delegate energy consumption monitoring tasks.

Engineers and Custodians

1. Engineers and custodial staff need to become familiar with the way their facilities operate in order to perform the manual operations necessary to shut down their facilities at night, on weekends and during special shutdown periods.

2. Engineers and custodial staff will be responsible for ensuring that heating and cooling equipment and lighting is kept in efficient and effective operating condition and that all operating guidelines are met.
3. Engineers and custodial staff will be responsible for ensuring that the waste service level meets, without exceeding, the needs of the facility. Engineers and custodial staff will also ensure that adequate recycling containers are available throughout their facility.

Staff Members

While in the building, staff members will be responsible for implementing the guidelines over which they have control. Please refer specifically to the sections on Lighting and Office and Classroom Equipment.

Heating and Cooling

1. The building administrator is responsible for reporting building temperatures and conditions that are outside of district standards.

LOSD Heating and Cooling Standards

	Heating		Cooling	
	Set-Point	Acceptable Range	Set-Point	Acceptable Range
Occupied	70°F	68° - 72°F	76°F	75°F-78°F
Unoccupied	60°F	58° - 62°F	No unoccupied cooling	

2. The work order process is the proper procedure for reporting problems with heating and cooling.
3. Heating, cooling and ventilation should only be run during scheduled occupied hours. All buildings in the district shall have a night unoccupied setback temperature (for heating) of 60oF.
4. Unless providing an ongoing program, the heating and cooling system will be kept in unoccupied setback mode during all extended school breaks (Thanksgiving, winter break, spring break and summer break). Detailed shutdown instructions and checklists will be sent to custodial staff by the facility operations department prior to each break.
5. Space heaters are not to be used in district buildings during regular office hours. Energy Star rated space heaters may be used in the case of temporary problems with heating systems, when specifically approved due to an individual’s health condition, or unusual building or room specific conditions.
6. All exterior doors and windows shall be closed if the heating system is on and working properly.
7. During warm weather, shades, blinds and operable windows or outside doors shall be the initial strategy to minimize heat gain in occupied spaces. Outside doors shall remain open for cooling purposes only under adequate adult supervision. All windows and exterior doors shall be closed when the outside temperature exceeds indoor temperatures.

8. In all areas with energy management control systems (EMCS) and with central air conditioning, economizers shall be set for outside air to within three degrees of the air conditioning set point.
9. Building use for after hours programs and summer school will be coordinated with Community School. Work orders should be submitted by the school identifying the program schedule and building rooms to be used. The facility operations director will provide advice to the school regarding heating and cooling zones to facilitate locating programs in single zones when possible to minimize energy consumption.

Lighting

1. The building administrator is responsible for ensuring that problems with lighting, lighting controls and occupancy sensors are reported via the work order system.
2. Lights should only be on in occupied spaces. Turn off lights when leaving a room for more than 2 minutes. Allow occupancy sensors to be used as back up.
3. Classroom with motion sensors shall be set to shut off lighting after 20 minutes of no occupancy. Motion sensors shall not be overridden.
4. Lighting shall be kept at minimum acceptable levels at all times. Use task lights, table lamps or a single bank of lights during prep time. Corridors should be lit at half level whenever possible. However, adequate lighting should always be provided to meet safety standards, program standards and building code requirements.
5. Make use of natural day lighting when available. To do this, blinds should be open during the day, and lights should be shut off in areas with day lighting.
6. Exterior lighting should be limited to main entrances and major egress areas and should not be on during daylight hours.
7. Exterior lights shall have both photocell and timer controls to enable them to come on at dusk and off at midnight.

Office and Classroom Equipment

1. All office equipment, except for computer, printers and copiers with sleep or energy conservation features, fax machines and network servers, must be turned off by staff every night before leaving the building.
2. All district computers connected to the network will be connected to PC Power Management Software and, accordingly, must not be manually shut down except under unusual conditions (e.g., servicing, moving, spills, etc.).
3. Never shut off networked computers and printers by using the switch on a power strip; this may cause the loss of network connectivity.
4. Classroom technology equipment (i.e., document cameras, amplification systems, projectors, etc.) will be turned off when not being used and at the end of the day.

5. Computer monitors should be turned off when not in use. The use of screen savers is discouraged; they do not save energy.
6. Turn off all copiers or printers without sleep or energy conservation features using individual machine power buttons.
7. All office equipment brought into the district must be Energy Star rated when an Energy Star rated product is available.
8. All printers will be set to go into power save mode after 15 to 20 minutes if possible.
9. Each site shall monitor copying volumes and encourage practices that minimize paper usage.
10. Consideration shall be given to font settings (e.g., font type, overuse of bold or overly large print size, etc.) to reduce the amount of toner used.

Hot Water

1. Hot water should be no more than 120°F in any location in the building other than the kitchen or scullery.
2. Thermostats on all water heaters (other than those solely for kitchen use) shall be set at 120°F.
3. The Building Administrator is responsible for reporting water temperatures in excess of 120°F (in places other than the kitchen) via the work order system.

Field Lights

1. Field lights shall only be on when in use. Coaches have the obligation to clearly identify and communicate to their athletic director or Community School staff their field usage needs to schedule field lights.
2. Teams cancelling a scheduled field use shall notify the athletic director, building engineer or facility operations to allow lights to be turned off when not in use. Teams not timely informing of such cancellations may be assessed an energy consumption fee of \$25 per hour to compensate the district for the expenditure of unneeded electricity.

Kilns

1. Kilns may be loaded, but firing during the school day is discouraged unless volume needs require it. Consideration should be given to outside temperatures and ideally firing of kilns should occur during off-peak hours for electrical use, typically after 3:00 p.m. provided that this practice is safe. Consult with facility operations if in doubt.
2. Kilns must not be fired in air-conditioned spaces or in spaces with connecting doors open to an air-conditioned space.
3. All kilns should reach temperature in less than eight hours. If a kiln does not reach temperature in eight hours it is the responsibility of the building administrator to report and request repair of the kiln via the work order system.

Home and Kitchen Appliances

All appliances used in the district shall comply with fire/safety standards. No additional used home appliances (refrigerators, toaster ovens, coffee makers, hot plates, etc.) are to be brought into the district. To the greatest extent possible, appliances should be shared between classrooms. Appliances provided in lunchrooms will be district-owned and Energy Star rated, unless Energy Star products are not available (e.g., microwave ovens). Where administrators determine a need for replacement appliances in locations other than lunchrooms, Energy Star rated products must be used (if available). The use of appliances that run continuously (refrigerators) is discouraged in locations outside of the lunchroom.

Water Use

1. All water leaks in the building and running toilets will be reported promptly.
2. All stuck sprinkler heads, washouts, puddles, soft spots or other signs of irrigation leaks must be reported promptly.
3. The building administrator is responsible for reporting all water leaks via the work order system and having the appropriate valves shut off to isolate the leak once identified.
4. In accordance with the Uniform Plumbing Code (UPC), toilets that are procured as replacement equipment shall be low-flow; faucets and showerheads shall use low-flow aerators where feasible.
5. Plantings should be of native species that do not require extra irrigation. All proposed new plantings need to be reviewed by facility operations to verify acceptability.

Recycling and Disposal

1. Except for recycling of beverage cans or bottles with deposits, engineers and custodial staff are responsible for the collection of recyclable material.
2. A durable or cardboard commingle recycling container will be placed next to any public garbage container.
3. Kitchen areas will have at least one roll cart for commingled recycling collection.
4. Glass collection will be kept separate from all other recyclable materials.
5. Signage will be used to direct and promote commingled recycling practices.
6. Consider reuse of resources, especially at the end of the year clean out.
7. The building administrator will ensure that district surplus guidelines are followed for the disposal of electronics, furniture, textbooks and teaching materials.
8. The building engineer is responsible for the collection and storage of hazardous materials prior to removal from the building as directed by the facility operations director.

Energy and Waste Walk-Throughs

1. Random walk-throughs will occur at all district facilities to support compliance with these energy guidelines. A copy of the energy walk-through report will be sent to the building administrator, building engineer, director of facility operations, and the executive director of finance.
2. Periodic waste and recycling walk-throughs will occur at all district facilities to support compliance with these recycling guidelines. A copy of the waste and recycling walk-through report will be sent to the building administrator, building engineer, director of facility operations, and the executive director of finance.

District Purchasing

1. The district purchasing manager will ensure only Energy Star rated electrical appliances and equipment will be procured unless there is no satisfactory Energy Star product available for purchase.
2. District procurement specifications will include the requirement for Energy Star products if they are available.

Annual Goal Setting

1. Each year, after receipt of the prior year's electrical Energy Use Index (EUI), conservation goals will be established for each site. Goals shall be measurable and attainable and will account for variances in EUI between buildings such that more energy efficient schools will have lower targets.
2. Additional energy conservation goals for other energy sources will be set at that time.

Incentive Rewards

Annually, after receipt of the EUI data, schools will receive an incentive reward of up to \$1,500 per high school, \$1,250 per junior high, and \$1,000 per elementary school. The reward will be provided if 100% of the goals are met and prorated if $\geq 80\%$ but $< 100\%$ of the goals are met. For example, meeting 90% of the goals would provide 90% of the reward. The highest performing site(s) in each level as measured by attainment of their goals will receive an additional \$500 reward. The school site or sites realizing 100% of their goals will also receive an additional \$500 reward. All rewards are to be invested in additional energy conservation measures.