

## Energy Conservation

These guidelines supersede all previous instructions. It is essential that these energy guidelines be observed for the operation of lighting and cooling/heating equipment. The principal will be held responsible for the total energy usage of his/her building. While in the classroom the teacher will be responsible for implementing guidelines, over which he/she has control. The principal will be provided information reflecting the energy consumption for his/her building as requested.

Specific items for emphasis include:

1. 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.”
2. Effective immediately, lighting in unoccupied areas will be turned off. Egress lighting will be maintained at design levels. All lights will be turned off when students and teachers leave school. Custodians will turn on lights only in the immediate area in which they are working.
3. Summertime air conditioning will be used only in occupied office areas or in schools where school is in session.
4. Custodians or their designee at each school will be responsible for a complete and total shutdown of the facility when closed each evening. A checklist of items to consider will be available.
5. A school closure of four or more days will be viewed as an “energy conservation opportunity.” Principals and custodians will be responsible for a more extensive school shutdown. A checklist of items to consider will be available.

### Guidelines for Operation of Heating, Ventilating and Air Conditioning (HVAC) Systems

1. General Guidelines
  - a. HVAC systems should be operated in the most economical way possible and only for the minimum of times required to provide the required climate for a specific activity.
  - b. Custodians should monitor the weather and make adjustments of the HVAC control system time clocks or building automation system to compensate for changes in the weather; i.e., boilers and fans should start later when the weather is warmer and earlier when weather is cold and windy. This adjustment is not required in buildings that have automatic optimization time control systems.
  - c. When the temperature is expected to change significantly over a weekend, clocks should be adjusted to provide proper temperatures on Monday morning. This adjustment is not required in buildings that have automatic optimization time control systems.

- d. If below freezing weather is predicted or occurs over a weekend, holiday or vacation period, the principal and head custodian are responsible to verify that adequate minimal night low limit heating is being maintained to protect the building and contents.

## 2. School Days

- a. On regular school days, the HVAC system time clocks or building automation systems should be adjusted to provide the following temperatures from the time of teaching staff occupancy to the time of last class dismissal in the majority of classrooms in the buildings. Temperatures are measured five feet above floor level on either the wall opposite the heating unit or in the center of the room.

(1)	Classrooms (grades K-3)	68 - 70° F
(2)	Gymnasiums and locker rooms	65 - 68° F
(3)	Offices	68 - 70° F
(4)	School Shops	65 - 68° F
(5)	Halls	65 - 68° F
(6)	Kitchens and Cafeterias	65 - 68° F
(7)	Classrooms (grades 4-12)	68 - 70° F
(8)	Physical Plant and Transportation shops	60 - 68° F

- b. Acceptable temperature deviation from set point is plus or minus 2° F.
- c. Air-conditioned spaces shall be cooled 72 - 75° F.
- d. When officially sponsored school activities occur on school days, the space(s) occupied by the activity may be provided with heat and/or ventilation for the duration of the activity according to the standards in 2.A above.
- e. Portable electric heaters or air conditioners are not to be used unless authorized by fire marshal or facilities management personnel.
- f. Window blinds/drapes are to be closed at the end of each day.

## 3. School Vacation Days and Saturdays

- a. On workdays when school is not in session, the entire building shall be operated on a target night low limit of 55° F with maximum night low limit not to exceed 60° F. Outside night low limit sensors should be set so as to provide an inside night low limit temperature of not more than 60° F.
- b. If offices are occupied by regularly assigned staff, zoning shall be used in lieu of operating the central heating plant. If zoning is not possible, space heating can be approved by contacting facilities management for written permission to use space heaters. Maximum thermostat settings for zoned areas and/or space-heated areas shall be the same as school day operation.
- c. Normal heat and ventilation may be provided for scheduled activities and athletic contests, but not for practices. If possible, only the area of the activity should be heated and ventilated, and temperature maximums shall be the same as in section 2.A.
- d. All other energy uses must be approved in advance by the appropriate central office administrator.

4. Holidays and Sundays
  - a. On holidays and Sundays, the entire building shall be operated on a target night low limit setting of 55° F. with maximum night low limit not to exceed 60° F. Outside night low limit sensors should be set so as to provide an inside night low limit temperature of not more than 60° F.
  - b. All other energy uses must be approved in advance by the appropriate central office administrator.

### **Guidelines for Operating Lighting Equipment**

1. School Days
  - a. Lights in classrooms should be 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. Night custodians should turn lights on only in the specific area in which they are working.
2. Weekends, Holidays and Extended Vacations
  - a. Head custodians at each school will be responsible for a complete and total shutdown of the facility. A checklist of items to consider will be in custodial manuals in each building.
  - b. As these days provide an optimum opportunity for energy savings, building usage should be kept to a minimum.

### **Guidelines for Operation of Domestic Hot Water Heaters**

1. School Days
  - a. Thermostats for hot water heaters will be set at 120° F.
  - b. Thermostats for hot water heaters that service kitchens will be set at 140° F.
  - c. When available, time clocks will be set to provide for maximum efficiency.
2. Weekends and School Vacation Days
  - a. Hot water heaters will be set on vacation setback.