

Energy Management Policy

Administrative Guidelines:

The following Administrative Guidelines are provided to support District Policy 717 – Energy Management that was adopted on Exceptions to these guidelines may be requested for curricular reasons. All requests must be submitted to the building principal in writing who will then forward them to the Director of Buildings and Grounds. Each request will be reviewed on a case-by-case basis and a determination will be made on whether to grant or deny the request.

Procedures For General Energy Usage

1. 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 reduced lighting in the hallways where possible and turn off all other lighting except where they are working or for scheduled facility use.
2. Staff should make certain that lights are turned off when leaving the classroom empty at any time, even if only for a short period of time.
3. All lights will be turned off when students and staff leave school.
4. Lights in all gymnasiums, cafeterias and auditoriums will be off unless the area is being utilized.
5. Coaches are to make sure all light in the gymnasium, weight room and locker rooms are turned off when leaving the facility.
6. All outside lights should be turned off during daylight hours.
7. The exhaust fans in the rest rooms, kitchen, etc. will be turned off during periods of time when those areas of the building are unoccupied.
8. The office staff, in all buildings, will turn off copy machines, laminating equipment and other office machines each night.
9. All computers, printers, monitors, speakers and other equipment shall be shut down and switched off each night and during unoccupied times. Network equipment may be excluded on a case-by-case basis.
10. Small electrical appliances may not be used by the staff in district buildings unless it is reviewed and deemed necessary for educational purpose by the central office administration. This is established to limit the potential dangers posed by their use, including excessive electrical load, the risk of injury to students and/or staff in the classroom environment, and the potential fire hazard of such items if left unattended.
 - Small electrical appliances are specified as, but not limited to: toasters, microwaves, coffee pots, hot plates, space heaters and refrigerators.
 - Provisions can be made for space heaters depending on the circumstances. If needed, school district staff will contact the principal, who will request an evaluation by the Director of Buildings and Grounds.

- Provisions are also made for refrigerators, which will be permitted in the classroom only when approved by the principal for curriculum and/or specific medical needs.
11. The district Buildings and Grounds Department and the Energy Management Consultant will be responsible for operating the building in an unoccupied mode at the closing of each school day or scheduled facility use.
 12. Building principals and central office staff will be required to submit a room usage or facility request two weeks prior to use of the classroom, library, computer room, cafeteria, etc. so the energy management schedules can be altered to accommodate the requested use.
 13. The Athletic Director will be required to submit a weekly practice schedule and game schedule for all district sponsored athletic teams at the middle schools, high school and field house as well as a weekly schedule for the field house weightroom and high school fitness center.
 14. Failure to submit requests on time will most likely result in less than ideal conditions in the facility or for the event.

Procedures For Operating Heating Equipment

1. The thermostat controls shall follow the policy guidelines during occupied times in the heating season. The Director of Buildings and Grounds and Energy Management Consultant must approve exceptions in advance.
2. Individual classroom and office doors 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 will 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 to follow policy guidelines (or appropriate set back temperature based on building history) at the close of the school day or scheduled facility use.
5. The Director of Buildings and Grounds or designee will ensure that custodial staff checks for end-of-the-day shutdowns on all occupied days.
6. Domestic hot water systems will be set between 120 F or 140 F for cafeteria service (with dishwasher booster). The Director of Buildings and Grounds or designee will 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 hot water 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 setback could cause coil freeze ups or not allow the building to heat to a comfortable level by the time students arrive, adjustments will be made to ensure safe and proper operation.

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 to the established temperature ranges.
3. Refrain from turning excess light on unless needed. Remember that light 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 to afford comfort for the period the teacher remains in the classroom after the students have left.
5. Under no circumstances will air conditioning be utilized in classrooms during the summer months unless the classrooms are occupied by students. The district Director of Buildings and Grounds 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. Doors and windows should not be opened until it is verified that the air conditioner is off. When leaving the room all windows should be closed and latched.
7. Close individual classroom and office doors when the air conditioning equipment is in operation.
8. In areas such as shops, kitchens and gymnasiums, the doors leading to halls should be kept closed as much as possible.
9. In situations when the air conditioning is running in unoccupied areas (ex. floor wax will not dry due to high humidity) outside make-up air dampers will be placed in the fully closed position. These situations must have prior approval of the Director of Buildings and Grounds.
10. Ensure that air conditioning systems operated from automatic temperature controls have outside air dampers closed during unoccupied times.
11. During occupied hours the target relative humidity will be within ASHRAE recommended range.

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 in a timely manner.
2. All watering should be done prior to 11:00 a.m.

Other Equipment

1. Vending machines shall be shut down and disconnected during summer break except for certain areas occupied during the summer months.
2. Kitchen/cafeteria equipment shall be shut down during summer break except where required to serve summer programs.
3. Shop and laboratory fume hoods that are activated will be shutdown at the end of class each day. Fume hoods will not be operated due to stored chemicals being in the hood.