Business and Support Services: Energy Conservation

CL (REGULATION)

DUTIES OF THE ENERGY MANAGER

- 1. Track and report energy use as a basis for continuous improvement.
 - a. Benchmark and generate facility-specific reports monthly to quantify and track energy use.
 - b. Recommend improved practices.
 - c. Review this policy annually.
- 2. Establish facility guidelines for administrators.
 - a. Assist the administrator in using resources.
 - b. Maintain a monthly schedule of anticipated afterhours activities for each facility.
- 3. Provide energy education strategy for facilities.
 - a. Take advantage of programs available to the district, such as Energy Star and Rebuild America/Energy Smart Schools to make information and training opportunities available.
 - b. Share facility-specific energy use reports.
 - c. Provide training to staff as appropriate.

DISTRICT STANDARDS

- 1. Lighting guidelines for staff.
 - a. All lights in gyms, cafeteria, classrooms, and offices will be turned off when not in use.
 - b. Parking lot lighting and exterior building lighting will be restricted to the minimum light level necessary to maintain security.
 - c. Lighting fixtures for all sports fields should be brought on incrementally one switch at a time.
- 2. Inside light availability.
 - a. High School and Ninth Grade Centers
 - Monday Friday 5:30 a.m. to 11:45 p.m.
 - Saturday 9:00 a.m. to 1:00 p.m.
 - Sunday Off

- Weekends Prior to Testing, with Cabinet Member Approval
- Athletics (seasonal) Saturday 7:00 a.m. to 5:00 p.m. (Feb-May)
- b. Intermediate Schools
 - Monday Friday 6:00 a.m. to 11:45 p.m.
 - Saturday 9:00 a.m. to 1:00 p.m. Cabinet Approval
 - Sunday Off
 - Weekend prior to Testing, with Cabinet Member approval
 - Athletics (Seasonal) Saturday 7:00 a.m. to 5:00 p.m. (Feb May)
- c. Elementary Schools
 - Monday Friday 5:45 a.m. to 10:45 p.m.
 - Saturday 9:00 a.m. to 1:00 p.m. Cabinet Approval
 - Weekends Prior to Testing, with Cabinet Approval
 - Sunday Off
- d. Summer Schedule
 - Only as needed at all schools
- e. Support Facilities
 - Monday Friday 6:00 a.m. to 5:00 p.m. (as requested/approved)
 - Saturday and Sunday As requested/approved by Cabinet Member
- 3. Outside Lighting Schedule.
 - a. High School, Ninth Grade Centers, and Support Facilities
 - Monday through Saturday 7:00 p.m. to 11:45 p.m. 5:00 a.m. to 7:00 a.m.
 - Sunday As requested/approved
 - b. Intermediate
 - Monday through Saturday
 - 7:00 p.m. to 11:45 p.m.
 - 5:00 a.m. to 7:00 a.m.
 - Sunday As requested/approved
 - c. Elementary Schools
 - Monday through Saturday 7:00 p.m. to 10:45 p.m. 5:00 a.m. to 7:00 a.m.
 - Sundays as requested/approved

(All District Facilities have photo enhanced software that overrides schedule to accommodate Daylight Savings Time)

4. HVAC Equipment.

- a. District thermostat target temperature during the school day
 - Classroom Cooling 74° (F)
 - Classroom Heating 70° (F)
 - Gyms and dressing room cooling -76° (F)
 - Gyms and dressing room heating -68° (F)
 - Individual accommodations will be handled on a case-by-case basis.
- b. The HVAC system will be turned off during all holidays unless there are scheduled activities.
- c. The HVAC system will be programmed to reach the target temperature prior to occupancy.
- d. Humidity levels will be maintained at 60 percent or less.

5. A/C & Heating Schedule

August through October

- a. High schools and Ninth Grade Centers A/C Systems
 - Monday Friday, 6:00 a.m. to 6:00 p.m.
 - Saturdays and Sundays off unless scheduled for school activities. With Cabinet Member Approval
- b. Intermediate Schools A/C Systems
 - Monday Friday 6:30 a.m. to 5:00 p.m.
 - Saturdays and Sundays off unless scheduled for school activities With Cabinet Member approval
- c. Elementary Schools A/C Systems
 - Monday Thursday 6:30 a.m. to 5:00 p.m.
 - Friday 6:30 a.m. to 4:15 p.m.
 - Saturdays and Sundays off unless scheduled for school activities. With Cabinet Member approval

November through June (end of regular academic school year)

- a. High schools and Ninth Grade Centers A/C Systems
 - Monday Friday 6:30 a.m. to 5:00 p.m.
 - Saturdays and Sundays off unless

scheduled for school activities. With Cabinet Member approval

- b. Intermediate Schools A/C Systems
 - Monday Friday 6:30 a.m. to 5:00 p.m.
 - Saturdays and Sundays off unless scheduled for school activities. With Cabinet approval
- c. Elementary Schools A/C Systems
 - Monday Thursday 6:30 a.m. to 5:00 p.m.
 - Saturdays and Sundays off unless scheduled for school activities. With Cabinet approval

August through July

- a. Education Support Center
 - Monday Friday 6:00 a.m. to 5:00 p.m.
 - Summer Schedule hours Monday Thursday 6:00 a.m. to 5:00 p.m.
 - Saturday and Sunday as approved by a Cabinet Member.
- b. Technology Learning Center
 - Server area runs 24 hours, seven days a week
 - Offices and work area Monday Friday 6:00 a.m. to 5:00 p.m.
 - Summer Schedule hours Monday Thursday 6:00 a.m. to 5:00 p.m.
 - Saturday and Sunday as approved by a Cabinet Member
- c. Maintenance and Transportation
 - These buildings have programmable thermostats and will follow the same guidelines

Summer Schedules

Maintained for Summer School and Humidity Control/Energy Cleaning.

WATER CONSERVATION

- 1. The HVAC department will monitor operation of cooling towers in order to conserve water usage.
- 2. The athletics ground department will monitor operation of irrigation systems in order to optimize water consumption.
- 3. All water leaks are to be reported to the maintenance department as soon as possible
- 4. Set point for domestic hot water heaters will be 130° F).

GENERAL CONSERVATION GUIDELINES

- 1. All computers, printers, and copiers will be turned off at the end of each day.
- 2. Network Computer Equipment Rooms and Security Camera Rooms must be properly ventilated and the environmental temperature will be maintained at a set point not to exceed 80° (F) at all times.
- 3. After-hours activities will be held to a minimum and carefully reviewed to see if the activity could be held at a time when the heating or air conditioning is routinely in use.
- 4. The district's rental policy will be annually reviewed by the district's facility rental committee and adjustments made to reflect increased energy cost. This may include free use of the building for in-kind services, but will include a charge for the electrical usage.
- 5. Electrical equipment that is required as a part of the instructional program will be allowed in the classroom if adequate power is available in the room.
- 6. Refrigerators, microwaves, coffee makers and other heated electrical devices will be provided in the teacher's lounge. If adequate power is available in a work area, individuals may pay a yearly usage fee to connect a personal refrigerator or microwave.
- 7. Campuses will close exterior doors when entryways are not in use.

The administrator will be responsible to ensure that the custodial staff performs an end-of-day shutdown to include shutting off lights and closing doors.