

ENERGY AND WATER CONSERVATION

Objectives:

- ◆ Eliminate energy waste
- ◆ Ensure the comfort for the students and staff
- ◆ Ensure acceptable indoor air quality per industry standards

Responsibilities:

- ◆ Every person is expected to be an “energy saver” as well as an “energy consumer”.
- ◆ The teacher is responsible for implementing the guidelines during the time that he/she is present in the classroom.
- ◆ The custodian is responsible for control of common areas, i.e. halls, cafeteria, etc.
- ◆ Since the custodian is typically the last person to leave a building in the evening, he/she is responsible for verification of the nighttime shutdown.
- ◆ The principal is responsible for the total energy usage of his/her site.
- ◆ The Energy Manager performs routine audits of all facilities and communicates the audit results to the appropriate personnel.
- ◆ The Energy Manager provides regular reports to Principals indicating performance with regards to energy savings.

General Conservation

1. All unnecessary lighting in unoccupied areas will be turned off. Teachers should make certain that lights are turned off when leaving an empty classroom. Utilize natural lighting where appropriate.
2. All outside lighting shall be off during daylight hours.
3. Gym lights should not be left on unless the gym is being utilized.
4. All lights will be turned off when students and teachers leave school. Custodians will turn on lights only in the areas in which they are working.
5. Classroom doors will remain closed when HVAC is operating. Ensure doors between conditioned space and non-conditioned space remain closed at all times (i.e. between hallways.)
6. All exhaust fans should be turned off every day and during unoccupied hours.

7. All office machines shall be switched off each night and during unoccupied times. Fax machines should remain on.
8. All computers should be turned off each night unless necessary for remote access. This includes the monitor, local printer, and speakers. Network equipment is excluded.
9. All capable PC's should be programmed for the "energy saver" mode using the power management feature. If network constraints restrict this for the PC, ensure the monitor "sleeps" after 10-minutes of inactivity.

Heating and Air Conditioning

Cooling Season Occupied Set Points: 73°F - 75°F

Heating Season Occupied Set Points: 68°F - 72°F

1. Air Conditioning Equipment
 - a. Occupied temperature settings shall not be set below 72°F.
 - b. During unoccupied times, the air conditioning equipment shall be off. The unoccupied period begins when the students leave the area at the end of the school day. 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. Air conditioning start times may be adjusted to ensure classroom comfort when school begins.
 - c. Air conditioning should not be utilized in classrooms during the summer months unless the classrooms are being used for summer school or year-round school.
 - d. Where cross-ventilation is available during periods of mild weather, shut down HVAC equipment and adjust temperature with windows and doors.
2. Heating Equipment
 - a. Occupied temperature settings shall not be set above 72°F.
 - b. The unoccupied temperature setting shall be 55°F. This may be adjusted to a 60°F setting during extreme weather.
 - c. The unoccupied time shall begin when the students and staff leave an area.

- d. Ensure all domestic hot water systems are set no higher than 120°F.

Personal Appliances and Electronic Equipment

Recognizing that personal appliances contribute to the annual cost of energy usage, employees are encouraged to refrain from bringing, or to limit the use of personal appliances and electronic equipment in classrooms, offices and other work spaces. It is understood that it is sometimes convenient for staff to have small refrigerator units or microwaves in classrooms when the staff lounge is not in close proximity to individual classrooms. It is also recognized that although the District attempts to provide a comfortable work environment, some conditions may warrant the use of space heaters or fans. If such appliances are needed the following conditions must be met:

1. All personal appliances must have the energy rating posted, if applicable, indicating that they are high-efficiency appliances.
2. All personal refrigerator units shall be no larger than 3 cubic feet.
3. All personal appliances shall be taken home at the close of each school year or at the least, cleaned, unplugged, and left with the door propped open if appropriate.
4. Space heaters and fans shall be in good operating condition, cords shall not be frayed, shall have a UL listing and heaters shall have an internal thermostat.

Appliances such as fish tanks or terrariums with heat lamps are authorized for use in classrooms if they are used for instruction and approved by the principal or designee. All instructional appliances shall only be used during the school year.

The District is not responsible for damage or theft to any employee's personal appliance.