## ENERGY MANAGEMENT GUIDELINES

Instituted as part of the District plan to save energy, this policy is designed to save scarce resources without infringement of the educational mission of the District. The director of buildings and grounds will ensure that this policy is followed. All operations of District facilities should be governed by the following and participation is mandatory for all staff and students of the District.

**A. Lighting**
1. All lights will be turned off in an area which is unoccupied for a period in excess of fifteen minutes except in corridors, stairwells and exits as required by code.

2. During design and re-lamping projects, consideration should be given to provide lighting within the following range:
   a. Classrooms and offices   62 – 65 foot – candles (fc) but not less than 50 fc
   b. Corridors                       20 fc but not less than 10 fc
   c. Storage                          Not less than 10 fc
   d. Gyms                             55 – 95 fc but not less than 30 fc

Natural lighting shall be used where possible to obtain lighting levels within the above ranges. For cleaning during off-hours and in the morning when the building is being opened the custodial staff shall only turn on lighting where needed. Buildings should be fully illuminated no more than one half hour before the normally scheduled arrive time for the teaching and administrative staff.

**B. Temperature Control**
1. For the heating season, which generally runs from November 1st through May 1st temperatures in the classrooms and offices will be maintained at a set point between 68-72° in occupied mode and at 55° in unoccupied mode.

2. In those facilities that are air-conditioned, they will be maintained at a set point between 70-74° with an unoccupied set point of 76°. These set points will be maintained during the cooling season, which generally runs through May 1st through October 31st.

3. Locker rooms shall maintain a 70° occupied set point during the heating season.

4. Non-classroom warehouse and garage facilities, when unoccupied by personnel, will be maintained at 55° during the heating season.

5. Special consideration will be given to certain preschool and special education classrooms where possible.

6. Personnel will not obstruct ventilation ducts or return grills with books, charts, furniture or plants.

7. All windows and doors must be kept closed during the heating season or when air-conditioning units are in operation.

8. Entrances and exits to all buildings shall be limited in their use when possible to minimize heat loss.

9. Broken windows, doors, nonfunctioning door closers, missing or damaged weather-stripping, etc., shall be reported to the director of buildings and grounds in a timely manner.

10. Unauthorized personnel or students found tampering (e.g., placing ice or wet towels on thermostats) with temperature regulating devices, such as thermostats or valves, will be subject to disciplinary action.

11. Portable space heaters or air conditioners without authorization from the director of buildings and grounds are banned from use within District's facilities.

12. Employees and students are encouraged to dress appropriately during the heating season.

## C. Scheduling

1. Small-group activities will not be scheduled in large areas such as the gymnasium. Use of such areas will be coordinated with the custodial staff to enable reduced lighting and heating during periods of non-use.

2. At the end of school or office day, all windows shall be closed, the blinds or shades drawn to approximately 3/4 the distance from the top of the window to the windowsill and the lights turned off. Cleaning staff will turn lights on only for the period when a specific area is being cleaned. On Windows with a Western exposure the blind should be adjusted to allow the sun to warm the building during heating season or to block out the sun during cooling season where appropriate.

3. The heat and/or air-conditioning will be set back to unoccupied temperatures from one half hour after school to one hour before school, this includes the weekend.

## D. Other

1. The domestic hot water temperature set point will be 120°. Food services operations requiring higher temperature levels by code shall use booster units or dedicated water heaters where possible.

2. Office equipment – shut off laminators, etc., at the end of the day. Computer should utilize energy-saving options within the operating system.

3. The District will allow the use of personal appliances. If an employee wants to bring in an appliance, they must get approval from building principal and have it inspected by the buildings and grounds director for any safety defects. These appliances must be taken home at the end of the school year.

4. The principal shall give a list of all appliances to the director of buildings and grounds.

5. The use of small fans, radios and desk lamps are allowed but should be turned off when not in use.

6. All appliances must be UL listed and in good working order. Appliances must not have had any alterations or modifications of any kind. Any appliance deemed unsafe will be asked to be taken off of District property.

7. Requests for exemptions and hot and cold complaints must be addressed in writing to the director of buildings and grounds at which time he or she will investigate the complaint or request for exemption. If the issue cannot be resolved while adhering to the energy policy, the director of buildings and grounds shall make the determination as to what action, if any, will be taken. The director of buildings and grounds reserves the right to adjust set points up or down in any given area to provide the best overall performance of the HVAC system.

8. Vending machines – only energy efficient vending machines will be allowed within the District. Where possible, they should also have timers on them.


**APPROVED:**    November 21, 2011
                      May 13, 2019
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