

Energy Use and Conservation Guidelines:

Education

- Staff and Students will be provided with on-going education regarding energy saving measures.
- Curricular material and presentation should contain relevant and practical information and instruction relating to energy conservation.

Professional Development

- All staff will receive training on energy conservation.
- All staff will contribute to energy efficiency in the District.

Heating and Air Conditioning

- General Temperatures:
 - Cooling season occupied temperature: 75°F - 78°F
 - Heating season occupied temperature: 68°F - 71°F
 - Cooling season unoccupied temperature: HVAC off
 - Heating season unoccupied temperature: 60°F
- Auditorium Temperatures:
 - Auditorium thermostats will be set at 68°F for heating and 74°F for cooling during occupied times. During unoccupied times, heating will be set at 60°F and cooling will not occur.
- Public Areas Temperatures:
 - Vestibules with separate thermostats shall be set at 60°F during the heating season
 - Locker rooms will be heated at a minimum of 70°F.
 - Food service occupancies, mechanical/electrical rooms, unoccupied storage spaces, vehicle service and storage buildings, industrial/shop occupancies, utility buildings and similar areas will not be air conditioned.
- Operating schedules for heating and cooling:
 - During the heating season, the equipment will be started one hour before classes begin, to allow adequate time to heat the building to the requisite temperatures.
 - During the cooling season, the equipment will be started two to three hours before classes begin, to allow adequate time to cool the building to the requisite temperatures.
 - During the unoccupied summer months, only the air handling equipment will be operated for maintenance. The scheduled time to run will be during the off peak rate hours.
 - Classroom doors will be kept closed for energy efficiency as much as possible.

- Energy Conservation
 - Window blinds will be adjusted, when and where appropriate, to allow the sun to warm the building during the heating season or to block out the sun during the cooling season.
 - Window blinds will be closed at the end of the school day during the heating season.
 - Windows will be kept closed if the air conditioning or heating systems are in operation.
 - Staff will not obstruct ventilation ducts or return grilles with books, charts, furniture, plants, or any other objects or materials.
 - New equipment purchases will be energy efficient models that are Energy Star rated.
 - The use of portable electric heaters or any other auxiliary heating devices will only be permitted by approval of buildings and grounds supervisor.
 - Any classroom refrigerators will be cleaned out and unplugged before leaving for the summer. Continued use of classroom refrigerators will be evaluated based on adherence and proper use.

Lighting

- Lighting schedules will be optimized to reduce usage.
- Classroom lights will be turned off when the last person exits the room.
- Custodians will turn on lights only in the areas in which they are working.
- Classroom lighting levels will be maintained at state code levels (30-50 foot candles).
- Gym lighting will be adjusted to state code levels for classes. Lighting levels for events and practices can be adjusted to a higher foot candle level as needed.
- District will identify energy saving lighting projects.

Food Service

- Run time of equipment will be kept to a minimum.
- Exhaust fans will run only when necessary.
- Energy saving equipment will be utilized whenever possible.

Computer and Office Machines

- All office and classroom equipment/machines (smart boards, copy machines, laminating equipment, etc.) will be turned off at the end of the day. Fax machines will remain on.
- Computers, monitors, printers, and other related equipment will be turned off at the end of the day.
- All new computers, computer peripherals, and office equipment that are purchased by the District should be Energy Star rated.

Building Improvements

- Building air leaks will be identified and sealed with caulking, energy efficient seals and/or insulation.
- The buildings and grounds supervisor will be responsible for the development and implementation of long-range projects.

Other

- The domestic hot water temperature will be set no higher than 120°F. Food service operations required higher temperature levels by code will use booster units or dedicated water heaters when possible.
- Requests for exemption and questions regarding set point temperatures that are considered to be too hot or too cold must be addressed in writing to the buildings and grounds supervisor at which time he/she will investigate the complaint or request for exemption. If the issue cannot be resolved while adhering to the energy policy, the buildings and grounds supervisor will make the determination as to what action, if any, will be taken. The appeal process will follow the normal chain of command.
- The buildings and grounds supervisor may adjust set points to provide the best overall performance of the heating and cooling systems.
- Vending machines will be Energy Star rated, whenever possible.
- Vending companies will be required to install vending misers, as available, on drink machines in the district.
- Disposal of personal appliances including but not limited to refrigerators and microwaves is the responsibility of the staff member.

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