



## **Guidelines and Procedures for Energy Efficiency**

### Operational Standards

#### 1. Lighting

Lighting will be turned off in any area that is unoccupied except corridors, stairwells and exits as required by code, or where necessary to maintain an appropriate level of safety. This includes areas with occupancy sensors

Partial lighting will be used where available when only a portion of a room is occupied.

Gym lights will be turned off if the area will be unoccupied for a period in excess of five minutes for incandescent or fluorescent lights. When physical education classes are held outside, gym lighting will be limited to minimal walk-through lighting.

Night custodians will turn lights on only in the area in which they are currently working.

Lights set to timers and/or motion detectors; will be set to turn off five minutes after no movement is detected.

Community members using school facilities are responsible for turning OFF lights and any electronic equipment they use.

#### 2. Temperature control

On regular school days, temperatures will be maintained for the entire building 30 minutes before the start of school until 30 minutes after dismissal. Special consideration will be given to certain preschool and special education classrooms when appropriate.

<u>Areas</u>	<u>Heating Season</u>	<u>Cooling Season</u>
Classrooms and all areas (K-12)	68-70 F	76-78 F

*(Temperatures are measured four feet above floor level in the center of the room.)*

Night setback temperatures shall be as follows: Heating Season 58 degrees F; Cooling Season 86 degrees F

Staff and students are encouraged to dress appropriately for the season.

Main boilers will remain off after the heating season, with the exception of buildings with pools.

Windows should be kept closed during the heating season and when air-conditioning units are in operation.

After school hours, all classroom and office windows should be closed, and exterior blinds and shades should be drawn.

Doors should be closed in unoccupied areas and classrooms to maintain room temperatures.

Exterior doors and inner vestibule doors shall not be blocked open unless there is a delivery in process.

### 3. Ventilation

All vents will be unobstructed to maintain proper airflow and function of the equipment.

Ventilation systems will be controlled to maintain the correct amount of air based on occupancy. Special attention will be paid to gymnasiums because they are designed for full capacity, but rarely are fully occupied. Temperature control for gym areas shall be done via the HVAC system, not by opening doors.

### 4. Scheduling

Early morning events, evening events or other scheduled activities will be concentrated to the minimal number of rooms or wings within a building.

Summer classes and activities shall be consolidated to specific parts of each building to eliminate unnecessary energy use.

Large areas such as auditoriums and gymnasiums should not be used for small groups unless necessary. Use of these areas will be coordinated with the maintenance staff to reduce energy use during unoccupied times.

To reduce demand loads, equipment start-up shall be staggered, and high energy –use items (for example art kilns and kitchen stoves/ovens) shall be scheduled before 10:00 a.m. or after 1:00 p.m. due to the electrical demands of our lunch programs. Kilns should be heated up in three stages over 8 hours to a maximum temperature of 1983 degrees.

Start-up and shut-down times in each building shall be based on occupancy levels with goal of reducing unnecessary energy use with HVAC and lighting systems.

Unnecessary and /or excessive cooling and lighting shall be eliminated during summer months.

Where safe and feasible, parking lot lights shall be turned OFF from 1:00 a.m. to 6:00 a.m. \_\_\_\_

### 5. Computers and other electrical equipment

Staff are encouraged to shut down office equipment nightly.

Personal beverage makers, appliances, warmers and space heaters are restricted from school district facilities, unless authorized by facility operations.

Refrigerators in the staff lounge and science areas will be emptied and unplugged during the summer, unless in use for summer programs.

Vending machines shall be equipped with Vending Miser controllers.

### 6. Kitchens

Appliance and equipment “on” times will be as close as possible to the actual use.

Ventilation fans should be used in conjunction with equipment use.

Trips into and out of the walk-in refrigerator and/or freezer will be consolidated and condensed.

Refrigerator and freezer doors will remain closed as often as possible.

Unused kitchen equipment will be unplugged during the summer.

Freezers will be consolidated during the summer.

Upright freezers and walk-in coolers will be emptied, propped open and unplugged during the summer.

7. Swimming pools

Swimming pool temperatures will be set at no higher than 82 F, with the exception of pools where temperatures will be set at 84-86 F during lesson times. Air temperature in swimming pool areas will be set 2 F above pool temperature.

8. Peak control energy days (if applicable)

All staff and students will comply with energy reduction procedures during peak control energy days. Energy reduction levels will be met in order to fulfill contractual agreements with utility companies.

9. Water heating

Thermostats for hot water heaters will be set so water delivery temperature at all sinks will not exceed 110 to 120 F.

Thermostats for hot water heaters that service dishwashing equipment will be set at 180 F.

10. Water conservation

Water leaks will be fixed as soon as possible.

Efficient water practices will be considered during ground irrigation.

11. Future construction

Energy and water efficiency will be a consideration for all future remodeling and new construction projects.

ENERGY STAR products will be considered when purchasing any new equipment or appliances.

12. Exemption procedures

Any exceptions to these guidelines and procedures must be presented and approved by the-Director of Operations.