

## Administrative Procedure

### Energy Conservation

**Disclaimer:** These guidelines are not intended to be all-inclusive and may be modified for local conditions. These guidelines supersede all previous instructions related to building management or energy usage guidelines. It is essential that these energy guidelines be observed and implemented as outlined.

#### 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 night custodian is typically the last person to leave a building in the evening, he/she is responsible for verification of the nighttime shutdown.*
- *The building administration is responsible for overseeing the total energy usage of his/her building.*
- *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

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1. All unnecessary lighting in unoccupied areas will be turned **off**. Teachers should make certain that lights are turned off when leaving the classroom when empty. Natural lighting will be utilized 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 within the next two hours.
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. Lights should be turned on only when definitely needed. Lights not only consume electricity, but also give off heat that places an additional load on the air conditioning equipment, thereby increasing the use of electricity necessary to cool the room.
6. Classroom doors shall remain **closed** when HVAC is operating. Doors between conditioned space and non-conditioned space should remain closed at all times (i.e. between hallways and gym or pool area).
7. All exhaust fans should be turned **off** during unoccupied hours.
8. All office machines (copy machines, laminating equipment, etc.) should be switched **off** or put in “sleep” mode each night and during unoccupied times. Fax machines should remain on.
9. All computers should be turned **off** each night. This includes the monitor, local printer, and speakers. Network equipment is excluded.
10. All computers should be turned off when not in use.

<b>Suggested Cooling Season Occupied Set Points:</b>	<b>73°F - 78°F</b>
<b>Suggested Heating Season Occupied Set Points:</b>	<b>68°F - 74°F</b>

### **AIR CONDITIONING EQUIPMENT**

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1. *Occupied temperature settings should NOT be set below 73°F.*
2. During unoccupied times, the air conditioning equipment should 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.
3. Air conditioning start times may be adjusted (depending on weather) to ensure classroom comfort when school begins.
4. Ceiling fans should be operated in all areas that have them.
5. 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. Air conditioning may be used by exception only or in those schools that are involved in a team-cleaning concept.
6. In all areas which have evaporative coolers such as shops, kitchens and gymnasiums, the doors leading to halls which have air conditioned classrooms or dining areas should be kept closed as much as possible.
7. Where cross-ventilation is available during periods of mild weather, shut down HVAC equipment and adjust temperature with windows and doors. Cross-ventilation is defined as having windows and/or doors to the outside on each side of a room.

### **HEATING EQUIPMENT**

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1. Occupied temperature settings should not be above 74°F.
2. The unoccupied temperature settings shall be a maximum of 60°F (i.e. setback).
3. The unoccupied time shall begin when the students leave an area.
4. During the spring and fall when there is no threat of freezing, all steam and forced air heating systems should be switched off during unoccupied times. Hot water heating systems be switched off using the appropriate loop pumps.
5. All domestic hot water systems will be set no higher than 120°F or 180°F for cafeteria service at KJHS and KHS (with dishwasher booster).

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■ [Reviewed 2007-08]