

## ENERGY MANAGEMENT AND CONSERVATION GUIDELINES (REGULATION)

### Responsibilities

- ~~1. It is the responsibility of all employees to assist with the conservation of energy and natural resources. Every person is expected to be an "energy saver" as well as an "energy consumer."~~
- ~~2. All employees will be educated on energy conservation practices and required to actively participate in energy-saving efforts within their work areas. The teacher is responsible for implementing the guidelines during the time that he/she is present in the classroom.~~
- ~~3. The custodian is responsible for control of common areas, i.e., halls, cafeteria, etc.~~
- ~~4. 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.~~
5. The ~~principal~~ site administrator ~~is responsible~~ monitors for the total energy usage of his/her ~~building~~ campus.
6. ~~The energy manager performs~~ Routine audits will be performed of all facilities and will be communicated ~~the audit results~~ to the appropriate personnel.
7. ~~The energy manager provides~~ Regular reports will be provided to the ~~principals~~ site administrator, indicating performance with regards to energy savings.
8. The district is committed to and responsible for maintenance of the learning environment.
9. To complement the district's energy management program, the district shall develop and implement a preventive maintenance and monitoring plan for its facilities and systems, including HVAC, building envelope, and moisture management.

### General

- ~~1. Classroom doors shall remain closed when HVAC is operating. Ensure d~~ Doors between conditioned space and non-conditioned space shall remain closed at all times (i.e., between hallways, ~~and~~ gyms, or pool area).
2. Proper and thorough utilization of ~~data loggers~~ meters and tracking tools will be used ~~initiated and maintained~~ to ~~monitor~~ measure relative humidity, temperature, and light levels throughout the district's buildings to ensure compliance with district guidelines.
3. All exhaust fans should be turned off ~~every day and~~ during unoccupied hours.
4. All office machines (copy machines, laminating equipment, etc.) shall be ~~configured to enter a power saving mode while not in use. switched off each night and during unoccupied times. Fax machines should remain on.~~
5. ~~All computers should be turned off each night. This includes the monitor, local printer, and speakers. Network equipment is excluded.~~ All classroom technology (Interactive Flat Panels, TVs, 3D printers, Documents Cameras etc.) shall be configured to conserve energy.

6. All capable IT devices ~~should~~ shall be configured to conserve energy. ~~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.~~
7. During unoccupied times, the HVAC equipment shall be set to the “Unoccupied Set Points”. The unoccupied period begins when the students leave the area at the end of the day, week, or school year. It is anticipated that the temperature of the classroom will be maintained long enough to afford some comfort for the period the teacher remains in the classroom after the students have left.
9. Ensure a 4° F dead-band between heating and cooling modes.

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REGULATION (Cont.)**

|   |                             |
|---|-----------------------------|
| Cooling Season Occupied Set Points <sup>1</sup> : | <del>74</del> 72° F - 78° F |
| Unoccupied Set Point:                             | <del>85</del> 80° F         |
| Heating Season Occupied Set Points <sup>1</sup> : | 66° F - 70° F               |
| Unoccupied Set Point:                             | <del>55</del> 60° F         |

1 – Set points are in accordance with ASHRAE 55  
“Thermal Conditions for Human Occupancy”

Air Conditioning Equipment

1. Occupied temperature settings shall not be set below ~~74~~ 72° F.
- ~~1. During unoccupied times, the HVAC equipment shall be set to the “Unoccupied Set Points”. The unoccupied period begins when the students leave the area at the end of the day, week, or school year. It is anticipated that the temperature of the classroom will be maintained long enough to afford some 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. Ensure outside air dampers and exhaust fans are ~~set to meet local, state, and federal code requirements at all times. closed during unoccupied times.~~
5. ~~Ceiling fans should be operated in all areas that have them.~~
6. For any 24-hour period of time, relative humidity levels shall not average greater than 60%.
7. ~~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 in exception only or in those schools that are involved in team cleaning.~~
8. ~~In all areas that have evaporative coolers, such as shops, kitchens, and gymnasiums, the doors leading to halls that have air-conditioned classrooms or dining areas should be kept closed as much as possible.~~
9. ~~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

1. Occupied temperature settings shall not be above ~~72~~ 70° F.
2. The unoccupied temperature setting shall be ~~55~~ 60° F (i.e., setback). ~~This may be adjusted to a 60° F setting during extreme weather.~~
3. ~~The unoccupied time shall begin when the students leave an area.~~

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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 should be switched off using the appropriate loop pumps.~~
5. Ensure all domestic hot water systems are set ~~no higher than to 120° F. or 140° F for cafeteria service. (with dishwasher booster).~~
6. ~~Ensure all domestic hot water recirculating pumps are switched off during unoccupied times.~~
- ~~7. For heat pumps, ensure a 6° F dead band between heating and cooling modes.~~

Lighting

1. All unnecessary lighting in unoccupied areas will be turned off. ~~All employees~~ Teachers should make certain that lights are turned off when leaving ~~a space~~ the classroom when empty. 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. Interior and exterior sporting lighting should only be utilized when necessary. (e.g. Gymnasiums, stadium, baseball, and softball etc.)
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. ~~Refrain from turning lights on unless definitely needed. Remember that lights not only consume electricity, but also give off heat that places an additional load on the air conditioning equipment and thereby increases the use of electricity necessary to cool the room.~~

Water

1. Ensure all plumbing and/or intrusion (i.e., roof) leaks are reported and repaired immediately.
2. All watering should be done between 5:00 a.m. and 10:00 a.m.
3. When spray irrigating, ensure the water does not directly hit the building.

Distribution

~~After official approval by the administration, a copy of these regulations should be disseminated to all district personnel. Copies should be posted on bulletin boards, in teacher's lounges, in district newsletters, etc.~~

All employees and students will receive ongoing training on these guidelines and energy conservation best practices.

Disclaimer

The district shall adopt, observe, and implement these guidelines as provided. However, these guidelines are not intended to be all-inclusive, and they may be modified for local conditions. These guidelines supersede all previous instructions related to energy conservation or building management.