

ENERGY CONSERVATION GUIDELINES

Disclaimer: These guidelines are not intended to be all-inclusive. They 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*
- *Ensure acceptable indoor air quality per industry standard*

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 custodian is typically the last person to leave a building in the evening, he/she is responsible for verification of the nighttime shutdown.*
- *The principal is responsible for 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

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. 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. 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.
6. Classroom doors shall remain closed when HVAC is operating. Ensure doors between conditioned space and non-conditioned space remain closed at all times (i.e. between hallways and gym or pool area).
7. All exhaust fans should be turned off every day and during unoccupied hours.
8. All office machines (copy machines, laminating equipment, etc.) shall be switched off each night and during unoccupied times. Fax machines should remain on.
9. All capable PC's should be 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.

Cooling Season Occupied Set Points: 72 F - 75 F
Heating Season Occupied Set Points: 68 F - 72 F