

ENERGY MANAGEMENT CONSERVATION POLICY

Approved by Board of Education 10/25/05

As the School Board of the Jamestown City School District, we believe it to be our responsibility to ensure that every effort is made to conserve energy and natural resources while exercising sound financial management.

The implementation of this policy is the joint responsibility of the board members, administrators, teachers, support personnel and students and its success is based on cooperation at all levels.

The principal will be accountable for energy management on his/her campus with energy audits being conducted and conservation program outlines being updated. Judicious use of the various energy systems of each campus will be the joint responsibility of the principal, head building custodian and the operations and maintenance staff. They will cooperative work to ensure that an efficient energy posture is maintained on a daily basis.

To ensure the overall success of the energy management program, the following mission statement is adopted:

All district personnel will be expected to contribute to energy efficiency in our district. Every person will be expected to be an “energy saver” as well as an “energy consumer”.

Further, to maintain a safer and healthier learning environment and to complement the energy management program, the district shall develop and implement a preventative maintenance and monitoring plan for its facilities and systems, including HVAC, building envelope and moisture management.

ENERGY MANAGEMENT CONSERVATION POLICY

Regulation

Approved by Board of Education Policy Committee January 24, 2006
Revised by Energy Committee January 29, 2008

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 custodial work force is responsible for control of common areas, i.e. halls, cafeteria, gymnasiums, auditoriums, etc.
- Since the custodial work force is typically the last to leave a building in the evening, they are responsible for verification of nighttime shutdown.
- The principal is responsible for the total energy usage in 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.
- The District is committed to and responsible for maintenance of the learning environment.
- To complement the District’s energy management program, the District shall develop and implement a preventative 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 doors between conditioned space and non-conditioned space remain closed at all times (i.e. between hallways and gym or pool area).
- 2) Proper and thorough utilization of data loggers will be initiated and maintained to monitor relative humidity, temperature, and light levels throughout the District’s buildings to ensure compliance with District guidelines.
- 3) All exhaust fans shall be turned **off** every day and during unoccupied hours.
- 4) All office machines (copy machines, laminating equipment, calculators, etc.) shall be switched **off** each night and during unoccupied times. Fax machines shall remain on.
- 5) All computers shall be turned **off** each night. This includes the monitor, local printer, and speakers. Network equipment is excluded.
- 6) All capable pc’s shall 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.
- 7) The use of personal appliances such as coffee pots, warmers, small heaters, radios, refrigerators, etc is discouraged. If these items exist, they are to be turned off when the area is unoccupied. During extended vacation breaks such as Thanksgiving, Christmas, spring recess and summer break, all

personal items including refrigerators are to be cleaned out turned off and unplugged. The only exception is for refrigerators in central offices where staff are working over the break or nurses areas where medications require refrigeration. Employees whom disregard this section of the policy and regulation will receive one warning. On the second occurrence, the personal items will be removed.

- 8) Only computers and related network equipment is to be plugged into the “clean” power outlets (blue).
- 9) If an extension cord or power outlet strip is required, it must be District provided or District approved.

TEMPERATURE SET POINTS

Cooling Season	Occupied Set Points	74 – 78 degrees F
	Unoccupied Set Points	85 degrees F
Heating Season	Occupied Set Points	68 – 72 degrees F
	Unoccupied Set Points	55 degrees F

AIR CONDITIONING EQUIPMENT

- 1) Occupied temperature settings shall **NOT** be set below 74 degrees F with the exception of office areas where personnel are in the same area the majority of the day.
- 2) During unoccupied times, the air conditioning equipment shall 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) Ensure outside air dampers are closed during unoccupied times.
- 5) Ceiling fans shall 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% (once the District is able to control these levels).
- 7) Air conditioning shall not be utilized in classrooms during the summer months unless the classrooms are being used for summer school or year around school. Air conditioning may be used by exception only or in those schools that are involved in team cleaning.
- 8) 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 shall be kept closed as much as possible.

HEATING EQUIPMENT

- 1) Occupied temperature settings shall NOT be above 72 degrees F.
- 2) The unoccupied temperature setting shall be 55 degrees F (i.e. setback). This may be adjusted to a 60 degree F setting during extreme weather.
- 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 shall be switched off during unoccupied times. Hot water heating systems shall be switched off using the appropriate loop pumps.
- 5) Ensure all domestic hot water systems are set no higher than 120 degrees F or 140 degrees F for cafeteria service (with dishwasher booster) or 140 degrees F for nurse facilities.
- 6) Ensure all domestic hot water re-circulating pumps are switched off during unoccupied times.
- 7) For heat pumps, ensure a 6 degree F dead-band between heating and cooling modes.

LIGHTING

- 1) All unnecessary lighting in unoccupied areas will be turned **off**. Teachers shall make certain that lights are turned off when leaving the classroom when empty. Utilize natural lighting where appropriate.
- 2) When leaving at the end of the day, teachers are to close shades to mid-window.
- 3) All outside lighting shall be **off** during daylight hours.
- 4) Gym lights shall not be left on unless the gym is being used or will be used within the next 20 minutes.
- 5) 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.
- 6) 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.
- 7) Adequate hallway lighting will be left on for safety and security reasons.

WATER

- 1) Ensure all plumbing and/or intrusion (i.e. roof) leaks are reported and repaired as quickly as possible.
- 2) When spray irrigating, ensure the water does not directly hit the building.

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. The guidelines supersede all previous instructions related to energy conservation.