

## ENERGY REGULATION (SAMPLE)

### I. Purpose

The purpose of this regulation is to provide \_\_\_\_\_ School employees, students and volunteers the necessary short and long range administrative guidelines to implement energy awareness and conservation in order to better utilize available funds for improving student achievement.

### II. General

The conservations measures outlined herein shall be emphasized throughout the school year with emphasis during the heating and cooling seasons. The principal through his/her administrative and instructional staffs shall be accountable for energy management at his/her school. Judicious use of the various energy systems will be the joint responsibility of the principal and the custodians to ensure that an efficient energy posture is maintained on a daily basis.

Every student will participate in the energy management program in the school division as an "energy saver". This concept will be emphasized in the curriculum.

Specific areas of emphasis include:

- a. Effective immediately, all unnecessary lighting in unoccupied areas will be turned off. 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.
- b. The school division energy manager will chart each school's progress on conserving energy and will communicate with the school principal on their progress as well as areas of concern.
- c. Energy management in the school will be part of the principal's annual evaluation.
- d. The head custodian at each school will be responsible for a complete and total shutdown of the facility when closed each evening.
- e. Administrative procedures (below) are hereby made a part of these regulations and will be the "rules of the game" in implementing our energy program.

### III. Procedures

#### Occupied Mode and Unoccupied Mode:

Occupied mode begins 60 minutes before the official start of school and Unoccupied Mode begins 60 minutes after the official end of the school day for teachers. Below is a chart for the elementary, middle and high schools.

	Official Start	Official End	Start Occupied	Start Unoccupied
Elementary	8:30	3:30	7:30	4:30
Middle	8:00	3:00	7:00	4:00
High	7:30	2:30	6:30	3:30

Sections of the building used for after-school activities will be considered occupied. It should be note that an entire school is not occupied when an activity is occurring in the school. The space that is being occupied will be heated or cooled.

Any malfunctioning devices, windows or vents should be immediately reported by school administration or head custodian to the maintenance department through the I-Series work order system.

**a. Heating Season**

1. Thermostats shall be lowered to obtain a building temperature of 68-70 Fahrenheit during the day.
2. Heating setback switches shall be adjusted to obtain nighttime building temperatures at 55. Setback switches shall be activated for nighttime temperature according to Section III – Procedures for start of Unoccupied Mode.
3. Door and window closures shall be carefully monitored to reduce heat loss.
4. The Maintenance Department shall coordinate with the school principal on efficient boiler use to ensure minimum boiler operations.
5. The Maintenance Department shall assess outside air intake systems and adjust where needed to reduce heat loss.
6. Heating problems should be reported to the maintenance department through the I-Series work order system.

**b. Cooling Season**

1. Cooling levels for air-conditioned areas shall be held at not lower than 74-76 during working hours. Setback switches shall be activated for nighttime temperature according to Section III – Procedures for start of Unoccupied Mode unless the physical plant is specifically exempt to provide comfortable temperatures for special programs in a school.
2. The Maintenance Department shall adjust cooling system controls to ensure that the temperature of air-conditioned areas will be maintained between 74-76 degrees.
3. Cooling and air circulation problems should be reported to the maintenance department through the I-Series work order system.

**c. Other**

1. Interior hall lights shall be reduced by 50 percent at all times where practical. Classroom lights shall be turned off when not in use. Night custodial staffs shall use minimum lighting necessary to accomplish tasks.
2. All areas without staff or students shall have lights off completely.
3. When a room is only occupied by a teacher, lights should be at half-power.
4. Half lighting will be used in the hallways at night, and only classrooms that are being worked in will be lit. One custodian in a hall way should mean only one classroom light on.
5. All outside lights should be off during daylight hours. The Maintenance Department will coordinate the use of photocells to control the operation of outside lights.
6. Once school activities have ended, all outdoor lights should be at a pre-set minimum. The Maintenance Department will verify the necessary candle power to ensure the safety of the parking lot lighting.
7. All copiers and laminators should be turned off when teaching and administrative staff have left the building.
8. All computers and computer accessories should have sleep timers reset to go to “sleep” after three minutes of inactivity or be disconnected.
9. No outside microwaves, refrigerators, toaster ovens or appliances should be used outside of teacher workrooms.
10. No space heaters will be permitted in classrooms or offices.
11. Modular classrooms not in use for classroom purposes will be disconnected.

**d. Hot water heaters**

Hot water temperature in the elementary classrooms shall not be above 100 degrees; all other heaters will be set at 125 degrees. Booster heaters will be utilized to increase the water temperature in the dishwasher room to 140 degrees.

**III. Role of Energy Manager**

The Energy Manager will make periodic visits during school hours, nights and unoccupied hours to ensure energy saving methods are being followed. A checklist will be filled out and the information will be shared with the building administrator in a timely fashion.