

Descriptor Term: ENERGY CONSERVATION	Descriptor Code: ECF-Guidelines
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I. Purpose

The purpose of these guidelines is to provide Rogers Public Schools 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. These guidelines are not intended to be all-inclusive and may be modified for specific local conditions. The guidelines outlined as follows supersede all previous instructions related to energy conservation or building management.

II. Responsibilities

1. All staff, students and persons using school facilities are expected to be an "energy saver" as well as an "energy consumer".
2. The custodian is responsible for implementation of these guidelines in common areas, i.e. corridors, cafeteria, meetings rooms, etc.
3. The last person to leave a building in the evening, typically the custodian, is responsible for verification of the nighttime shutdown procedures.
4. The teacher is responsible for implementing the guidelines during the classroom setting.
5. The principal is responsible for the total energy use of his/her building.
6. The Energy Manager performs periodic walk-throughs of facilities and communicates the results to the appropriate personnel.
7. The Energy Manager provides reports to appropriate personnel indicating performance with regards to the district energy use and savings.
8. The district is committed to and responsible for the maintenance of the learning environment.
9. The district will develop and implement a preventative maintenance and monitoring plan for its facilities and systems as a complement to the energy management program.

III. General

The conservation measures outlined here shall be used throughout the school year with emphasis during the heating and cooling seasons. The principal through his/her administrative and instructional staff shall be accountable for energy management at his/her school. Judicious use of the various energy systems will be the joint responsibility of all building occupants to ensure that efficient energy use is maintained on a daily basis.

Specific areas of emphasis include:

1. Classroom doors should 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 gymnasiums, airlocks, exterior doors, etc.
2. Exhaust fans should be turned off every day during unoccupied hours.
 3. All office machines (copy machines, laminating equipment, etc.) shall be turned off each night and during unoccupied hours unless preset to enter sleep mode. Fax machines may remain on.
 4. All computers should be turned off each night. This includes the monitor, speakers and local printer unless the printer is preset to enter sleep mode. Network equipment is excluded.
 5. All capable PC's should be programmed for the "energy saver" mode using the power management feature.
 6. Refrigerators, microwaves and coffee pots should be in convenient, central locations that are accessible to employees in identified work locations and not in classrooms and/or offices for individual use. "Central locations" will be determined by the Principal and Energy Manager in consultation with employees. Employees who need a refrigerator or other appliance for medical reasons or another extenuating circumstance must have approval from the Superintendent or designee.

IV. Procedures

A. Occupied Mode and Unoccupied Mode

Building occupied hours will begin Monday – Friday at 7:00 a.m. and unoccupied hours will begin at 4:30 p.m. Exceptions will be made for kitchen and office areas.

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

School administration or the head custodian should immediately report any malfunctioning devices, windows/doors or vents to the maintenance department through the Maintenance Direct work order system.

B. Heating Season

1. Thermostats shall be set to obtain a building temperature of no warmer than 72 degrees Fahrenheit during the school day, in accordance with the American Society of Heating, Refrigeration and Air Conditioning Engineers standard 55, "Thermal Conditions for Human Occupancy". Use of "hold" feature on programmable thermostats is not permitted.
2. Heating setbacks shall be adjusted to obtain a minimum unoccupied building temperature of 65 degrees Fahrenheit.
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 Maintenance Direct work order system.

C. Cooling Season

1. Thermostats shall be set to obtain a building temperature of no cooler than 73 degrees Fahrenheit during the school day, in accordance with the American Society of Heating, Refrigeration and Air Conditioning Engineers standard 55, "Thermal Conditions for Human Occupancy". Use of "hold" feature on programmable thermostats is not permitted.
2. Cooling setbacks shall be adjusted to obtain a maximum unoccupied building temperature of 80 degrees Fahrenheit.
3. The maintenance department shall adjust cooling system controls to ensure that the temperature of air-conditioned areas is maintained appropriately.
4. Cooling and air circulation problems should be reported to the maintenance department through the Maintenance Direct work order system.

D. Summer Break

1. Summer break shall begin on the first day after the final teacher contract day and shall end on the first day of the teacher contract.
2. During summer break all HVAC systems will be placed in summer setback with the exception of the main office areas where they will remain on for the office staff.
3. Use of HVAC systems should be discouraged and limited to only what is absolutely necessary, no thermostat should be set to obtain a temperature below 73 degrees Fahrenheit at any time and the "hold" feature on programmable thermostats shall not be used.
4. Any professional development classes or meetings should be scheduled at the Professional Development Center in the Annex or scheduled to take place in a building where summer cooling is required so no unnecessary electrical load is placed on a building during the hottest months of the year. All attempts shall be made to utilize classrooms in the same scheduling area so as to reduce the number of HVAC systems being operated during the hottest time of year.
5. A calendar of summer classes should be submitted prior to the beginning of summer so they may be scheduled accordingly.
6. A calendar of summer events taking place in each building should be submitted prior to the beginning of summer so they may be scheduled accordingly.
7. Gymnasium lights will remain off unless the gymnasium is being used or worked in.
8. Teachers shall ensure that all electrical devices in the classroom are unplugged prior to leaving for summer break.

E. Lighting

1. No incandescent light bulbs will be allowed inside the school buildings. Any incandescent lamps being used in offices or classroom must use an appropriate compact fluorescent light bulb. In maintenance areas and closets where incandescent bulbs are located, the district will replace them with the appropriate compact fluorescent light bulb.
2. Interior hall lights should be reduced by 50 percent at all times where practical. Classroom lights shall be turned off when not in use. Teachers should utilize natural lighting whenever possible. Night custodial staffs shall use the minimum lighting necessary to accomplish tasks.
3. Where practical, all areas without staff or students shall have lights off completely.
4. Classroom lights should be reduced to half-power, wherever possible and practical. Teachers are encouraged to use half lighting when they are the only person in the room.
5. 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 hallway should mean only one classroom light on.
6. Gymnasium lights should not be left on unless the gymnasium is being utilized.
7. All outside lights should be off during daylight hours. The maintenance department will coordinate the use of photocells and timers to control the operation of outside lights.
8. Once school activities have ended all outdoor lights should be at a preset minimum. The maintenance department will verify the amount of light necessary to ensure the safety of the parking lots.

F. Water

1. All staff will coordinate with the maintenance department to ensure all plumbing and/or intrusion leaks are reported and repaired using the Maintenance Direct work order system.
2. When spraying or irrigating, ensure the water does not directly hit the building or sidewalks.
3. Domestic hot water systems shall not be set any higher than 120 degrees Fahrenheit or 140 degrees for cafeteria service with dishwasher boosters.