

Procedures for Operating Heating / Air Conditioning / Lighting / Other Electrical Equipment

- A. The following energy conservation guidelines are to be observed when operating heating and air conditioning equipment in school district buildings:
1. All thermostats and energy management system (EMS) controls shall be set to heat rooms to a maximum of 72 degrees or cool rooms to a minimum of 78 degrees.
 2. Individual classroom and office doors shall be closed when the heating or air conditioning equipment is in operation.
 3. In those buildings with central controls, the start time for the heating equipment shall be set as late as possible while still allowing time to heat the building to guideline temperature by the beginning of classes. In those buildings with individual classroom controls, setting the thermostat controls appropriately should occur at the beginning of the day.
 4. In those classrooms, such as portables, with individual thermostat controls, the teacher will be responsible for turning off the thermostat at the end of each day.
 5. The principal and the operational supervisor will ensure that the custodial staff performs an end-of-day shutdown checklist on Monday through Thursday and weekend shutdown checklist on Friday to make certain that buildings are closed and shutdown in an energy conservation manner.
 6. The use of space heaters is prohibited unless provided by the maintenance department for those areas where the temperature cannot be controlled or maintained.
 7. With the exception of classrooms, on warm days lights shall remain off unless definitely needed. Lights give off heat, placing an additional load on air conditioning equipment.
 8. Air conditioning equipment shall be turned off at the approximate time when students leave school. It is anticipated that the temperature of the classroom will be maintained long enough to afford comfort to teachers remaining in the classroom. Override buttons are available if air conditioning is needed beyond the scheduled time.
 9. No air conditioning shall be used in classrooms during the summer months, unless the classrooms are used for summer school or year-round school.
 10. In buildings where the air conditioning is turned off during the summer months, doors and windows shall be opened to provide necessary ventilation. Air conditioning may only be used in designated break rooms.
 11. Principals/managers should contact the Energy Manager when inside temperatures are not conducive to a good learning/working environment.

B. Procedures for Operating Lighting and Other Electrical Equipment

1. Staff should make certain that lights are turned off when leaving the classroom.
2. Lights in gymnasiums, cafeterias and multipurpose rooms should not be turned on unless the room is being utilized.
3. All outside lights should be turned off during daylight hours.
4. While working during non-school hours, custodians turn on lights in the specific area in which they are working, except those lights that need to be on for safety purposes.
5. Where practical, the exhaust fan in the restrooms shall be turned off at the end of the day.
6. Copy machines, laminating equipment, computers (except for any network servers that must be left on) and other office machines will be turned off by the staff each night.
7. All computers and components (except for any network servers that must be left on) will be turned off each workday or the end of the last class.
8. Except in classrooms, lights should be left off during times of high temperatures, wherever possible, to reduce heat that lights generate.
9. Personal electrical items not used for educational purposes are prohibited in classrooms and offices including but not limited to:
 - a) Space heaters (Exception: See A.6 above)
 - b) Personal coffee pots, personal refrigerators, microwave ovens, toaster ovens, hot plates (These items are to be used only in a centralized staff room at each site.)
10. Educational projects that require the use of electricity (i.e., warming lamp) may be used temporarily for the length of the project with the approval of the principal.
11. Room fresheners are not to be used in any area where students are present (this includes all types -- plug-in and non-plug-in).

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