

ADMINISTRATIVE PROCEDURES

Descriptor Term: ENERGY MANAGEMENT	Descriptor Code: 9201-P	Date Issued: August 8, 2011 Revised: June 10, 2013
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Heating and Cooling

1. For the heating season which generally runs from November 1st through May 1st, temperatures in classrooms and offices will be maintained at a sixty-nine (69) degree set point when occupied (**Monday – Friday**) and at fifty-five (55) degrees when unoccupied (**Friday evening –Monday early morning**).
2. In those facilities that are air conditioned, a seventy-five (75) degree occupied set point with an eighty-two (82) degree unoccupied set point will be maintained during cooling season, which generally runs from May 1st through October 1st.
3. All athletic facilities shall maintain sixty-five (65) degrees.
4. Individual thermostats may vary, so school personnel may manually adjust their individual thermostats lower or higher within a 3° range of the set point temperature.

Fire Marshall Requirements

1. No small appliances rated for “household use” that have a “heating element” such as coffee makers, hot plates, toaster ovens, etc. will be permitted on school grounds unless they fit the exception below. All such appliances having a “heating element” used on school grounds must have a “commercial grade” rating and will be permitted to be located only in teacher break rooms or other central locations designated by the Principal.

Exceptions: Appliances rated for “household use” that are used for educational purposes are permitted, such as a hot plate or burner in a science lab or class demonstrations and “Keurig” type coffee makers are allowed.

2. All microwaves must be on a separate electrical circuit and located only in teacher break rooms or other central locations designated by the Principal. Small refrigerators may be located in classrooms; however, refrigerators used for student medications must not contain any other items and must be capable of being secured.

3. No flammable coverings, including cloth curtains or anything paper, are permitted on classroom windows or doors.
4. Only 20% of any corridor or hallway can be covered or decorated. This would include any space where there is already a bulletin board.

INFORMATION GUIDE FOR SCHOOL OFFICIALS

For the Principal:

- Appoint an Energy Coordinator/Green Team Committee for your school.
- Blinds or drapes on windows that receive direct sunlight should be closed when air conditioning systems are on and at night during the winter.
- Do not use assembly areas, such as the auditorium or gymnasium, for groups that can comfortably meet in smaller areas.
- Schedule classes to maximize the utilization of classroom space in the buildings.
- Establish a resource center for energy education in your school.
- Inform the public, parents and other groups about your school's energy conservation efforts.

For the Teacher:

- Do not block classroom air supply and return grilles with furniture or displays.
- Keep classroom doors and windows shut when heat or air conditioning is running.
- Close all windows and doors when leaving the classroom at the end of the day and turn off all machinery and lights.
- Do not cover, block or place equipment near thermostats.
- Report equipment that may be malfunctioning.
- Involve students in monitoring energy usage.
- Turn off lights when leaving room.

For Custodians:

- Turn off power ventilators and exhaust systems when not needed.
- Turn off lights in unused spaces.
- Disconnect all unused electrical equipment.
- Follow procedure for turnoffs during weekends and vacations.

For Maintenance:

- Check all building insulation, caulking and weather-stripping. Repair caulking and weather-stripping as necessary.
- Inspect heating and air conditioning equipment periodically.
- Replace worn seals, fittings, traps, etc.; check ducts for leakage.
- Check the hydraulic system pipes that pass through non-insulated areas.
- Keep refrigerator compressors and condensers clean.
- Inspect drinking fountains for proper operation and leaks.
- Check all plumbing for leaks.
- Secure all attic and roof hatches.
- Replace ceiling tiles when dislodged, broken or missing.
- Keep door closer in good working condition.
- Repair damaged windows and doors.
- Adjust timers to coincide with changes in Eastern Standard Time and Daylight Savings Time.
- Inspect and clean water coolers.