

<b>Asheville City Board of Education</b>	<b>Energy Management</b>	<b>Policy Code: 9201</b>
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## **ENERGY MANAGEMENT**

### **Mission:**

The Asheville City Schools Board of Education is committed to the implementation of a Strategic Energy Management Plan to promote and continually improve the efficient, cost effective, and environmentally responsible use of energy throughout the school system.

The schools will participate in energy conservation programs approved by the School Board. Energy management is necessary in order for the schools to: minimize the impact that energy cost increases have on the budget, maintain a reliable supply of energy to meet the functional needs of each school, and to ensure that energy is used efficiently.

### **The key aspects to this policy are:**

- A. Lights will be required to be turned off in unoccupied spaces other than those lights required by building codes for personal safety. Administrative procedures attached to this policy will provide directions for staff to turn off lights and equipment at the end of each day.
- B. Temperature set points for the offices and classrooms during heating season will be established through the Administrative Procedures attached to this policy.
- C. In those facilities or spaces that are air-conditioned, temperature set points for offices and classrooms during the cooling season will be established through the Administrative Procedures attached to this policy.
- D. Other temperature set points for specific spaces are included in the administrative procedures.
- E. Unauthorized personnel are prohibited from tampering with thermostats or using unauthorized space heaters or portable air conditioning units.
- F. Each school shall establish a “Green Team” which may be composed of staff, students and parents. Administrative Procedures attached to this policy will outline these teams further.
- G. A district-wide Energy Steering Committee shall oversee the school Green Teams as well as district-wide energy issues.

The Director of General Facility Maintenance shall implement, direct, monitor, evaluate and report schools’ energy conservation efforts to the ACS Board.

**A. Lighting**

1. All lights will be turned off in any area which will be unoccupied for a period in excess of ten minutes except in corridors, stairwells, and at exits as required by code.
2. All lighting shall meet NCDPI standards.

**B. Temperature Control**

1. Personnel will not obstruct ventilation ducts or return grilles with books, charts, furniture or plants.
2. All windows and doors must be kept closed during the heating and cooling season.
2. Entrances and exits to all buildings shall be limited in their use when possible to minimize heat loss.
3. Broken windows, doors, non-functioning door closers, missing or damaged weather stripping, etc., shall be reported to the person that will turn in a maintenance work order.
4. Unauthorized personnel or students found tampering with temperature regulating devices, such as thermostats or valves, will be subject to disciplinary action.
5. Portable space heaters or air conditioners of any kind are banned from use within the schools facilities, except where provided by maintenance staff.

**C. Other**

1. Domestic hot water will meet local code requirements.
2. Office equipment: shut off copiers, laminators, etc., at the end of the day. Computers should utilize energy savings options within operating system.
3. Staff requests for exemptions and complaints regarding heating and cooling must be addressed in writing to the Director of General Facility Maintenance and the principal/supervisor, at which time the Director will investigate the complaint or request for exemption.

Adopted: August 8, 2011

Revised: August 5, 2013