

Energy costs are the school system's greatest expense other than personnel. As responsible stewards of public funds and natural resources, all employees will conserve energy in the areas of heating, cooling, lighting, equipment operation, and other activities to the maximum extent possible consistent with providing a safe and appropriate environment for students and school personnel.

**A. BUILDING AND EQUIPMENT OPERATIONS****1. Heating and Cooling**

The temperature for air-conditioned classrooms, media centers, and offices will be set no lower than 74 degrees during the school day and other scheduled uses (the ELC/afterschool program, school festivals, athletic events, PTO meetings, etc.). Air conditioners will be turned off or the building cooled to no lower than 80 degrees at 5:00 p.m. on school days and/or whenever the space will be unoccupied for more than four hours.

The temperature for heated spaces will be set no higher than 70 degrees during the school day and other scheduled uses (the ELC/afterschool program, school festivals, athletic events, PTO meetings, etc.) For spaces not using heat pumps, the heat will be set no higher than 60 degrees at 5:00 p.m. and/or whenever the space will be unoccupied for more than four hours. For spaces heated by heat pumps, the heat should be set no higher than 65 degrees on weekends and holidays; no setback is recommended for shorter periods.

The Maintenance Director will develop and implement guidelines for thermostat settings and other energy management practices when a building or major portions of a building are largely or entirely unoccupied for school holidays, summers, and other extended periods. Principals and other personnel will support the implementation of these guidelines.

**2. Lighting**

Except for security lighting, lights will be turned off in areas that will not be occupied for 15 minutes or longer.

**3. Appliances and Space Heaters**

Microwaves, refrigerators, coffee makers, crock pots, hot plates, toasters, and any similar equipment will be limited to kitchens and teacher work rooms and must be approved by the principal before installation.

The use of appliances and space heaters shall be kept to a minimum and their installation must be approved by the principal or other building manager as appropriate. With the assistance of school and Maintenance personnel as needed, the principal shall ensure that the placement and use of all appliances complies with all applicable fire codes and other regulations.

The principal may approve the use of refrigerators or other appliances in classrooms as necessary for educational or medical purposes. The principal may also approve the use of aquarium and terrarium equipment (filters, lights, heating) as appropriate for educational purposes.

#### 4. Office Equipment

All office equipment, computers and copiers will be turned off (not in standby mode) each night and on weekends.

### **B. RESPONSIBILITIES**

The Maintenance Director/designee will monitor energy use and costs for each facility. At least every six months the Maintenance Director/designee will provide a report of energy consumption and costs to each school, the Central Office, Maintenance Department, and Bus Garage. The Maintenance Director/designee shall report this information to the Superintendent at least every six months and to the Board of Education annually.

Each school principal is responsible for ensuring efficient energy management on his/her campus. All school system personnel shall support efficient use of energy as directed by the principal or principal's designee.

### **C. PURCHASE OF VEHICLES AND OTHER EQUIPMENT**

Energy efficiency will be a primary consideration in purchasing vehicles, HVAC systems, and other energy using equipment.

For motor vehicles for which EPA mileage ratings are available, bids will be evaluated taking into account both the purchase price and the fuel cost for 150,000 miles of operation using the city mileage rating. The cost of fuel will be based on the price used to set the budget for fuel in the then-current fiscal year.

Large appliances, HVAC systems, water heaters, and computers and related equipment shall meet the applicable Energy Star standards or shall be the lowest cost option after taking into account both the purchase price and energy costs. The cost of energy will be based on current electrical/fuel prices for five years of operation for computers and related equipment and ten years of operation for HVAC systems, large appliances, and water heaters.

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