

OFFICE OF THE SUPERINTENDENT  
GENESEE INTERMEDIATE SCHOOL DISTRICT

OPERATIONS  
AG 8100

ENERGY MANAGEMENT PROGRAM

Board Policy 8100 directs all employees of the district to be conservators of energy. The following guidelines shall be utilized in each building to that end:

Responsibilities:

1. All staff members are expected to be “energy savers” as well as “energy consumers”.
2. The district is committed to, and responsible for, the maintenance of the learning environment and working environment.
3. Staff members are responsible for implementing the guidelines during the time they are in classrooms and work spaces.
4. Custodial staff are responsible for common areas, i.e. halls, cafeteria, etc.
5. Since the custodian is typically the last person to leave a building in the evening, s/he is responsible for verification of the nighttime shutdown.
6. The Lead Administrator is responsible for the total energy usage of his/her building.
7. The Energy Manager performs routine audits of all facilities and communicates audit results to the appropriate personnel.
8. The Energy Manager is responsible for either directly or indirectly making adjustments to the district’s energy management systems (EMS), including temperature settings and run times for heating, ventilation, air conditioning (HVAC) and other controlled equipment.
9. The Energy Manager provides regular reports to Lead Administrators indicating performance with regards to energy savings.
10. To compliment the district’s energy management program, the district shall develop and implement a preventive maintenance and monitoring plan for its facilities and systems including HVAC, building envelope, and moisture management.

General:

1. Classroom doors shall remain closed when HVAC is operating. Ensure doors between conditioned space and non-conditioned space remain closed at all times.
2. Proper and thorough utilization of data loggers will be initiated and maintained to monitor relative humidity, temperature, and light levels throughout the district’s buildings to ensure compliance with district guidelines.
3. All exhaust fans should be turned off daily.
4. All office machines (copy machines, laminating equipment, etc.) shall be turned off each night and during unoccupied times. Fax machines should remain on.
5. All computers should be turned off each night. This includes the monitor, local printer, and speakers. Network equipment is excluded.

6. All capable PCs should be programmed for the “energy saver” mode using the power management feature. If network constraints restrict this for the PC, ensure that the monitor “sleeps” after ten minutes of inactivity.

#### HVAC Temperature Ranges:

Cooling Season Occupied Set Points:	74 to 78 degrees F.
Unoccupied Set Point:	85 degrees F.
Heating Season Occupied Set Points:	68 to 72 degrees F.
Unoccupied Set Point:	55 degrees F.

#### Air Conditioning Equipment:

1. Occupied temperature settings shall not be set below 74 degrees.
2. During unoccupied times, the air conditioning equipment shall be off. The unoccupied period begins when the students and staff leave the area at the end of the school/business day. It is anticipated that the temperature of the classroom or workstation will be maintained long enough to afford comfort for the period the staff member(s) remain in the classroom or workstation after the end of the work day.
3. Air conditioning start times may be adjusted depending on weather to ensure classroom comfort when school begins.
4. Ensure outside air dampers are closed during unoccupied times.
5. Ceiling fans should be operated in all areas that have them.
6. Relative humidity levels shall not exceed 60% for any 24 hour period.
7. Air conditioning should not be utilized in classrooms during the summer months unless the classroom is being used for the summer or year-round school. Air conditioning may be used by exception only or in those schools that are involved in team cleaning.
8. In all areas which have evaporative coolers such as shops, kitchens, and gymnasiums, the doors leading to halls which have air conditioned classrooms or dining areas should be kept closed as much as possible.
9. Where cross-ventilation is available during periods of mild weather, shut down HVAC equipment and adjust temperature with windows and doors. Cross-ventilation is defined as having windows and/or doors to the outside on each side of the room.
10. Ensure dry food storage areas are maintained within code requirements. Typically, this is 55-75 degrees F and 35%-60% relative humidity. The Energy Manager will utilize loggers to verify.

#### Heating Equipment:

1. Occupied temperature settings shall not be above 72 degrees F.
2. The unoccupied temperature setting shall be 55 degrees F. This may be adjusted to a 60 degree F setting during extreme weather.
3. The unoccupied time shall begin when students and staff members leave an area.
4. During the spring and fall when there is no threat of freezing, all steam and forced air heating systems should be switched off during unoccupied times. Hot water heating systems should be switched off using the appropriate loop pumps.

5. Ensure all domestic hot water systems are set no higher than 120 degrees F or 140 degrees F for cafeteria service (with dishwasher booster).
6. Ensure all domestic hot water re-circulating pumps are turned off during unoccupied times.
7. For heat pumps ensure a six degree dead-band between heating and cooling modes.

#### Lighting Equipment:

1. All unnecessary lighting in unoccupied areas will be turned off. Staff members should make certain that lights are turned off when leaving the classroom or workstation when empty. Utilize natural lighting where appropriate.
2. All outside lighting shall be off during daylight hours.
3. Lighting for all spaces, including gymnasiums and meeting spaces, should not be left on unless the space is being utilized.
4. All lights will be turned off when staff members leave buildings.
5. Custodians will turn on lights only in the areas in which they are working.
6. Refrain from turning lights on unless definitely needed. Remember that lights not only consume power but also give off heat that places an additional load on the air conditioning system and thereby increases the use of electricity necessary to cool the room.

#### Water:

1. Ensure all plumbing and/or intrusion (roof) leaks are reported and repaired immediately.
2. Grounds watering should only be done between 4:00 a.m. and 10:00 a.m. Do not water during the heat of the day, typically between 10:00 a.m. and 8:00 p.m.
3. When spray irrigating, ensure the water does not directly hit the building.
4. Ensure water sub-meters are installed on irrigation and cooling tower supply lines to eliminate sewer charges.

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