

ECF-R

ENERGY CONSERVATION (Procedures)

The following operating procedures include clear areas of responsibility for the conservation of energy in the district schools. Those areas are administration, building maintenance, building improvements, and transportation.

In each area, as many of the procedures listed should be implemented as are practical. If some of the procedures are impractical or inefficient, alternative procedures will be developed.

In all cases operation procedures will be continually reviewed in an effort to achieve the most efficient use of energy resources.

ADMINISTRATION

Each school principal will be responsible for implementing in his or her school all energy conservation procedures approved by the Board.

Each principal will submit weekly reports to the central office regarding efforts to conserve energy. This weekly report should include meter readings for gas, electricity, and water and other items relative to the conservation of energy.

Pupils and school employees should be encouraged to wear clothing appropriate to the building temperatures.

The following measures to conserve fuel and electricity will be instituted in the schools:

HEATING

1. Public use of buildings - maintain thermostats a night set-back temperature.
2. Allow sunlight into the building on cold days and keep it out on warm humid days.
3. Close drapes and blinds after school hours to reduce heat loss through window areas in the winter and to keep the heat out in the summer.

4. Limit entrances and exits to one per building in order to reduce heat loss from the tunneling effect.
5. During the heating season, keep classroom doors closed.
6. Avoid blocking heating vents with furniture, draperies, and books.
7. Curtail use of resistance-type electrical equipment, such as space heaters, toasters, and hot plates. No supplemental electric heaters are to be permitted.
8. Operate ventilation fans in kitchens and home economics rooms only when cooking equipment is in operation.

LIGHTING

1. Post "TURN OFF LIGHTS" signs on each electric switch.
2. Turn off incandescent and fluorescent lights as soon as they are not in use.
3. Turn off the bank of lights nearest the windows when outside light is adequate.
4. Reduce the use of corridor lighting after school hours.

BUILDING MAINTENANCE

Heating

1. Set thermostats at the degrees listed below:

Classroom.....	65
Locker and Showers Rooms.....	68
Office Areas.....	65
Shops	65
Auditoriums.....	60
Lavatories, Halls, & Corridors.....	60 or lower
Cafeterias.....	65
Unoccupied Areas.....	50

2. Lower all thermostatic controls to 60 during the evening, on weekends and other times when buildings are not in use. Lower temperatures even further when schools are closed for an extended period, such as Christmas vacations.

3. During unoccupied hours, re-circulate air without fresh air make-up, and reduce circulation.
4. Change or clean dirty filters on a regular basis.
5. Maintain all thermostats routinely to avoid overheating and resulting in the opening of windows.
6. Clean all combustion air blowers on a quarterly basis.
7. Maintain fans, pumps and compressors in the best possible operating condition.
8. Carry out a combustion analysis annually to assure optimum efficiency.
9. As soon as possible, convert to cold-water detergent for cleaning purposes.

Lighting

1. Instruct school custodians to turn off lights room by room as they complete their cleaning assignments.
2. Reduce classroom lighting levels to 70-foot-candle maximum.
3. Reduce lighting levels in gymnasiums and multipurpose rooms.
4. Reduce wattage on security lights and remove bulbs where possible.

Building Improvements

The following measures should be instituted on a best-returned-on-investment basis:

1. Install air locks (double doors) on doors most frequently utilized for student traffic. This should reduce heat loss due to the tunneling effect.
2. Where practical, lower ceilings in classrooms and hallways.
3. Consider the installation of storm windows, particularly steel sash windows.
4. Where window replacement is necessary, consider the installation of thermopane windows.

5. Insulate buildings where feasible.

Transportation

1. Consider additional studies designed to utilized buses to their maximum capacity.
2. Reduce the number of pickup points in order to conserve fuel.
3. Coordinate school calendars for public and non-public schools so that buses are not operated for only part of the schools.
4. Encourage high school students to ride school buses, form car pools, or walk to school. The administration should discourage individual driving to school with only one student in an automobile.

Bus Maintenance

1. Tune and maintain bus engines, plugs, and points on regular basis.
2. Clean pollution control devices.
3. Reduce warm-up time for three minutes prior to starting routes. (Drivers should dress warmly rather than running engines at full idle to heat their buses.)
4. Shut off the motor during the loading and unloading of pupils at schools.
5. Utilize cold-water detergents in washing school buses.

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