

OBJECTIVES:

- Eliminate energy waste
- Ensure the comfort for the students
- Ensure acceptable indoor air quality per industry standards

RESPONSIBILITIES:

- Every person is expected to be an “**energy saver**” as well as an “energy consumer.”
- The **Teacher** is responsible for implementing the guidelines during the time that he/she is present in the classroom.
- The **Custodian** is responsible for control of common areas, i.e. halls, cafeteria, etc.
- Since the **Custodian** is typically the last person to leave a building in the evening, he/she is responsible for verification of the nighttime shutdown.
- The **Principal** is responsible for the total energy usage of his/her building.

GENERAL:

1. All unnecessary **lighting** in unoccupied areas will be turned **off**. Teachers should make certain that lights are turned **off** when leaving an empty classroom. Utilize natural lighting when appropriate.
2. All **outside lighting** shall be **off** during daylight hours.
3. **Gym lights** shall be turned **off** unless the gym is being utilized.
4. All **lights** will be turned **off** when students and teachers leave school. Custodians will turn on lights only in the areas in which they are working.
5. Refrain from turning lights on unless definitely needed. Remember that lights not only consume electricity, but also give off heat that places an additional load on the air conditioning equipment and thereby increases the use of electricity necessary to cool the room.
6. Classroom **doors** shall remain **closed** when HVAC is operating. Ensure doors between conditioned space and non-conditioned space remain closed at all times (i.e. between hallways and gym).
7. All **exhaust fans** should be turned **off** every day and during unoccupied hours.
8. All **office machines** (copy machines, laminating equipment, etc.) shall be switched **off** each night and during unoccupied times. Fax machines should remain on.
9. All **computers** should be turned **off** each night. This includes the monitor, local printer, and speakers. Network equipment is excluded.
10. All capable **PC's** should be programmed for the “**energy saver**” mode using the power management feature. If network constraints restrict this for the PC, ensure the monitor “sleeps” after 10 minutes of inactivity.
11. Personal and school **appliances** (stereos, radios, CD players, TV's, DVD's) shall be tuned **off** when not in use.
12. Personal **refrigerators** must be unplugged, cleaned out, and door propped open during breaks,

GISD HVAC ENERGY CONSERVATION GUIDELINES

Cooling Season Occupied Set Points:	72° – 78° F
Heating Season Occupied Set Points:	68° – 72° F

AIR CONDITIONING EQUIPMENT:

1. Occupied temperature settings shall **NOT** be set below 72° F.
2. During unoccupied times, the air conditioning equipment shall be **off**. The unoccupied period begins when students leave the area at the end of the school day.
3. Air conditioning start times may be adjusted (depending on weather) to ensure classroom comfort when school begins.
4. Air conditioning should **not** be utilized in classrooms during the summer months unless the classrooms are being used for summer school.
5. Air conditioning during summer months is to be scheduled through the Facilities Department.

HEATING EQUIPMENT:

1. Occupied temperature setting shall **NOT** be above 72° F.
2. The unoccupied temperature setting shall be 55° F (i.e. setback).
3. The unoccupied time shall begin when the students 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° F or 140° F for cafeteria service (with dishwasher booster).



Dr. Jeremy Glenn, Superintendent



Randy Leach, Director of Facilities and Maintenance