

District Energy Procedures & Administrative Guidelines

The official policy and goal of the Wyandotte Public Schools District is to conserve energy where possible and to take a leadership role in developing a realistic energy ethic and awareness of energy needs and costs.

Goals for District Energy Program

- Conserve energy so that the instructional program and support services can be effectively delivered while saving energy dollars.
- Eliminate energy waste in our buildings, to the greatest extent possible, while ensuring a comfortable and safe learning environment for all students and staff.
- Educate every student and employee to contribute to energy efficiency in our District. It is the District's goal to have every person in the District be a good steward of our natural resources and continue to advance the sustainability of our school and community.

Energy Objectives

The Superintendent or his/her designee will develop administrative guidelines which will address the following energy objectives (but not limited to):

- Reduce energy consumption in all buildings.
- Implement low cost or no cost operation and maintenance procedures to ensure more efficient equipment operation.
- Assign an energy manager to monitor energy consumption and energy conservation at the District-wide level.
- Establish and communicate energy conservation guidelines.
- Every student and employee shall use his or her best efforts to comply with the District Energy Procedures and Administrative Guidelines.
- The Operations Supervisor shall judiciously monitor energy use and maintain an efficient energy posture on a daily basis.
- Maintain records of energy consumption and the cost of energy and provide this information to the building leadership.
- Monitor the goals and progress of the energy program and report as appropriate to the Board and community at large.

Application:

These Procedures and Administrative Guidelines supersede all previous guidelines and recommendations. It is crucial that these Energy Procedures and Guidelines be observed in the operation of heating, ventilation and cooling (HVAC), lighting, and all energy consuming devices, and general energy usage.

- The Operations Supervisor will be responsible for total energy usage of all buildings.

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- Teacher will be responsible for implementing these Procedures and Guidelines during time s/he is present in classroom.
- Chief custodians/maintenance personnel will be responsible for run times of HVAC equipment.
- Energy Manager will make available data reflecting energy consumption to the Operations Supervisor on a monthly basis.
- The District Operations Supervisor will provide support for each building's energy conservation efforts.

A. Procedures for General Energy Usage

1. In order to maintain an environment that is conducive to the educational process, the classroom temperature should be in a suitable range.
2. Any special events or community activities taking place in the schools outside normal school hours require approval from the District's Operations Supervisor.
3. Areas that are not occupied (even if left for a short period of time) will have lighting turned off at the switch if not already controlled by an automatic occupancy sensor. After the school day, custodians will use half lighting in the hallways where possible. Custodians will turn on lighting only in areas where they are working or for scheduled facility use.
4. Lights in all gyms, cafeterias and auditoriums will be off unless the area is being utilized.
5. All outside lights should be turned off during daylight hours.
6. Exhaust fans in restrooms will be turned off during periods of time when students are not present.
7. Office staff will turn off copy machines, laminating equipment and other office machines each night.
8. HVAC standards of comfort start and end times may be modified by the Operations Supervisor to make sure appropriate temperatures are maintained during occupied times.
9. Chief custodian will be responsible for operating the building in an unoccupied mode at the closing of each school day or scheduled facility use if not already done by building automation system.
10. Windows should not be opened as a means of controlling room temperature, please report any temperature issues to the head custodian.
11. In buildings with automatic temperature controls, start time for heating equipment should be set as late as possible while allowing time to heat the building to guideline temperature by beginning of class.
12. In buildings with automatic temperature controls, temperature will be set at 55 degrees (or appropriate set back temperature based on building history) at the close of the school day or scheduled facility use.

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- 13.** Operations Supervisor will ensure that the custodian performs end-of-day shutdowns Monday-Thursday and a weekend shutdown Friday to make certain building systems are set in an energy efficient mode.
- 14.** Domestic hot water systems will be set 120-140 F for cafe with dishwasher booster. Ensure all domestic hot water circulating pumps are off during unoccupied times, if not being done by building automation system.
- 15.** During spring and fall when there is no threat of freezing, all hot water, steam & forced air heating systems will be switched off during unoccupied times. Hot water systems will be switched off using the appropriate loop pumps.
- 16.** Refrain from turning lights on unless definitely needed. Remember that lights not only consume electricity, but also give off heat. This places an additional load on the air conditioning equipment and thereby increases the use of electricity necessary to cool the room.
- 17.** Air conditioning equipment will be turned off (or set back based on individual building history) at approximate time students leave school. It's anticipated that temperature of the classroom will be maintained long enough to afford comfort for period teacher remains in the classroom after students have left.
- 18.** Under no circumstances will air conditioning be utilized in classes during summer months unless the classrooms are occupied by students. The District Operations Supervisor must approve exceptions.
- 19.** In situations when the air conditioning is running in unoccupied areas (ex. floor wax will not dry due to high humidity, indoor air problems, etc.) outside make-up air dampers will be placed in the fully closed position. These situations must have prior approval of the District Operations Supervisor.
- 20.** The Operations Supervisor will ensure that air conditioning systems operated from automatic temperature controls have outside air-dampers closed during unoccupied times.
- 21.** Ensure that all plumbing (leaks, faucets, flush valves etc.) and/or areas where water is entering the building (i.e. roof leaks, basement water intrusions) or humidity sources (condensation on pipes, sweating walls) are reported and repaired immediately. Building Engineer will report issues to the Operations Supervisor.

B. Lighting

- 1.** All lighting replaced will be done in a manner to phase out older technologies – Incandescent lighting and Magnetic / T-12 lamps will be replaced by newer technologies – Compact Fluorescent and Electronic / T-8, T-5 lamps or more efficient technology as available.
- 2.** When replacing existing Electronic and T-8 or T-5 lighting, use of a similar type, efficiency (or better) and quantity will be re-installed.

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3. Incorporation of Occupancy sensors where at all possible should be considered, replacement of failed Occupancy sensor must be directed to District Operations Supervisor.

C. Appliances

1. All new appliances must be approved.
2. The District will conduct audits of the facilities on an as needed basis to re-assess appliances.
3. Areas where appliances are permitted include teachers' lounges as identified by the District and special needs classrooms as approved by the District.
4. Personal appliances not permitted in the District (unless approved) include, but not limited to:

Foot Heaters	Refrigerators	Freezers	Coffee Pots
Humidifiers	Radios	Auxiliary Heaters	Table Lamps
Air Purifiers	Microwaves	Fish Tanks	Televisions

Fans – may be used on high temperature days, but must be turned off when class is not in session.

D. Procurement

Any/all energy consuming devices purchased by Wyandotte Public Schools must be Energy Star compliant or equivalent (where possible).