

Energy and Water Conservation

A. Purpose and Scope

The purpose of the regulation is to establish procedures for reducing the district's demand for electricity and water in order to help conserve natural resources and to save money to support other district needs, to maintain student and staff safety during power outages, develop methods to ensure administrative control of operations during power outages, establish procedures to protect equipment that may be damaged by power outages, such as computers and pumps, procedures to establish a clear communications system with staff, students and parents/guardians, and provide guidelines for coordination with local fire, police and utility providers.

B. General

The Superintendent designates the Associate Superintendent for Business Services or his designee as coordinator of the district's energy tracking, reporting, and conservation efforts:

C. Forms Used and Additional References

1. Board Agenda Item as necessary.

D. Procedure

During normal operating hours, the district shall heat classroom and office spaces to temperatures of 68 degrees (plus or minus two degrees), and cool classroom and office spaces to temperatures of 78 degrees (plus or minus two degrees).

School site operating hours are normally during the months of August through May, from approximately 7:30 am to 3:30 pm.

District office hours are normally Monday through Friday, year round, from approximately 8:00 am to 5:00 pm.

During non-operating hours, the district shall maintain classroom and office spaces at temperatures between 60 and 95 degrees, with an ability to override the set point to between 68 to 78 degrees.

In addition, the district shall participate in peak pricing programs to minimize energy use costs. These programs may require that classroom and office spaces operate at up to 82 degrees during peak demand hours.

Employees shall also shut down lights and electrically operated equipment, including computers, monitors, and printers when facilities are not in use.

The district will consider energy and water conservation goals when conducting:

1. Educational programs.
2. Classroom and building management and maintenance.
3. Food services and equipment maintenance.
4. Landscaping selection and irrigation.
5. Transportation services and maintenance.
6. New construction.
7. Administrative operations.
8. Scheduling use of facilities by outside groups.

To enlist the support which is essential to achieving the district's energy and water conservation goals, the principal at each site shall:

1. Solicit input from staff, students, and parents/guardians related to district energy and water use.
2. Develop strategies designed to ensure cooperation from students and staff in all conservation efforts.
3. Recognize those who reduce energy and water use.

E. Reports Required

None.

F. Record Retention

All receipts are retained in the Financial Services Department

G. Responsible Administrative Unit

Business Services

H. Approved By

Associate Superintendent for Business Services