GOAL: Improve building energy efficiency, while providing a high-quality learning environment for students and staff.

- Continue to minimize energy needs to limit budgetary impact.

Commitment is needed from all students and staff members.

- Finance department will update building principals quarterly on building usage.

II. ACTION PLAN: The following measures will continue to be taken at each ACSC building to reduce energy usage.

Energy Conservation Practices

1. Cooling Season Set Points
   - Occupied Set Point: 74
   - Unoccupied Set Point: 80

2. Heating Season Set Points
   - Occupied Set Point: 70
   - Unoccupied Set Point: 60

3. Pool Water Temperature Set Points
   - Avon High School: 78 – 82

4. Occupied Times
   - Start (A.M.) | Student Day | End (P.M.) | YMCA Zones
   - Avon Administration Center: 7:00 | 5:00
   - Avon Maintenance Center: 7:00 | 3:30
   - Avon Transportation Center: 5:00 | 4:00
   - Cedar: 7:40 | 8:40 – 3:45 | 4:45 | Café, Gym
   - Hickory: 8:05 | 9:05 – 3:45 | 4:45 | Café, Gym
   - Maple, Pine Tree, River Birch, Sycamore, White Oak: 7:30 | 9:00 – 3:30 | 4:30 | Café, Gym
   - Avon Intermediate East: 8:00 | 8:50 – 3:50 | 4:45 | Café, Gym
   - Avon Middle School North: 6:30 | 7:30 – 2:30 | 3:30
   - Avon Middle School South: 6:30 | 7:30 – 2:30 | 3:30
   - Avon High School: 6:30 | 8:00 – 2:55 | 3:30

Building principal has authority to override an un-occupied set point for evening activities that are school related.
5. Sustainable Practices

- **District**
  - Building temperature controls will be re-commissioned as needed to verify temperature control units are operating and reporting correctly.
  - Maintain preventative maintenance program for facilities and systems, including HVAC, building envelope, and moisture management.
  - Exterior lighting times: Dusk to 12:00 a.m., 6:00 a.m. to daylight.
  - Irrigation of fields during non-daylight hours.
  - Finance/Operations Department will research energy monitoring software to more effectively communicate usage.
  - Educate all staff and students on appropriate energy savings practices.

- **Principals**
  - Schedule assemblies in areas consistent with size of group.
  - Blinds on windows receiving direct sunlight should be closed at night during the winter months and during the day during cooling months.
  - Personal appliances including: microwaves, coffee pots, space heaters, and refrigerators be removed from classrooms and utilized in staff lounge areas only.
  - All office equipment will be turned off each night.
  - All computer monitors, speakers, and non-networked printers will be turned off each night. Networked equipment is excluded.
  - Keep lights off in unoccupied areas.
  - Ensure outside air dampers are closed during unoccupied times.
  - All domestic hot water systems set no higher than 120 degrees in restrooms and 160 degrees for food services.
  - Repair caulking and weather-stripping as necessary.
  - When feasible, schedule wet deep cleaning of carpets during the dryer times of the year.
  - Solicit feedback from teachers and students on energy conservation.
  - Inform the public and appropriate school groups about conservation efforts.

- **Staff**
  - Classroom windows should be closed when the HVAC is operating.
  - Do not cover or block thermostats.
  - Report leaks, broken ceiling tile, etc. immediately.
  - Turn off lights when leaving the classroom.
  - Turn off computers, monitors, and printers every night.
  - All AV equipment, including Smart Boards, will be turned off every night.
  - Air filters will be changed as necessary.

- **Maintenance**
  - Maintenance staff will address specific concerns and monitor to confirm classroom temperatures.
  - Maintenance will advise administrators of rooms that are not operating as specified.