

Duties of the Energy Manager

1. Track and report energy use as a basis for continuous improvement.
 - a. Benchmark and generate facility-specific reports monthly to quantify and track energy use.
 - b. Recommend improved practices.
 - c. Review this policy annually.
2. Establish facility guidelines for administrators.
 - a. Assist the administrator in using resources.
 - b. Maintain a monthly schedule of anticipated after-hours activities for each facility.
3. Provide energy education strategy for facilities.
 - a. Take advantage of programs available to the district, such as Energy Star and Rebuild America/Energy Smart Schools to make information and training opportunities available. CCISD uses Energy Star and ClearResult. Online classes are available at the Energy Star website.
 - b. Share facility-specific energy use reports.
 - c. Provide training to staff as appropriate.

District Standards

1. Lighting guidelines for staff.
 - a. All lights in gyms, cafeteria, classrooms, and offices will be turned off when not in use.
 - b. Parking lot lighting and exterior building lighting will be restricted to the minimum light level necessary to maintain security.
 - c. Lighting fixtures for all sports fields should be brought on incrementally one switch at a time.
2. Inside light availability.
 - a. High Schools
 - Monday – Friday, 5:30 a.m. to 11:45 p.m.
 - Saturday, 9:00 a.m. to 1:00 p.m.
 - Weekends prior to testing, with cabinet member approval
 - Athletics (seasonal) Saturday, 7:00 a.m. to 5:00 p.m. (Feb – May)

- b. Intermediate Schools
 - Monday – Friday 6:00 a.m. to 11:45 p.m.
 - Saturday, 9:00 a.m. to 1:00 p.m., with cabinet member approval
 - Sunday – Off
 - Weekends prior to testing, with cabinet member approval
 - Athletics (seasonal) Saturday, 7:00 a.m. to 5:00 p.m. (Feb – May)
 - c. Elementary Schools
 - Monday – Friday, 5:45 a.m. to 10:45 p.m.
 - Saturday, 9:00 a.m. to 1:00 p.m., with cabinet member approval
 - Weekends prior to testing, with cabinet member approval
 - Sunday – Off
 - d. Summer Schedule
 - Only as needed at all schools
 - e. Support Facilities
 - Monday – Friday, 6:00 a.m. to 5:00 p.m.,
As requested/approved by cabinet member
 - Saturday and Sunday – As requested/approved by cabinet member
3. Outside Lighting Schedule.
- a. High Schools, and Support Facilities
 - Monday – Saturday, 7:00 p.m. to 11:45 p.m. and 5:00 a.m. to 7:00 a.m.
 - Sunday – As requested/approved by cabinet member
 - b. Intermediate Schools
 - Monday – Saturday, 7:00 p.m. to 11:45 p.m. and 5:00 a.m. to 7:00 a.m.
 - Sunday – As requested/approved by cabinet member
 - c. Elementary Schools
 - Monday – Saturday, 7:00 p.m. to 10:45 p.m. and 5:00 a.m. to 7:00 a.m.

- Sunday – As requested/approved by cabinet member

(All District Facilities have photo enhanced software that overrides schedule to accommodate Daylight Savings Time)

4. HVAC Equipment.

a. District thermostat target temperature during the school day.

- Classroom Cooling – 74° (F)
- Classroom Heating – 70° (F)
- Gyms and dressing room cooling – 76° (F)
- Gyms and dressing room heating – 68° (F)
- Individual accommodations will be handled on a case-by-case basis

b. The HVAC system will be turned off during all holidays unless there are scheduled activities.

c. The HVAC system will be programmed to reach the target temperature prior to occupancy.

d. Humidity levels will be maintained at 60 percent or less.

5. A/C & Heating Schedule.

August through October

a. High School A/C Systems

- Monday – Friday, 6:00 a.m. to 5:00 p.m.
- Saturday and Sunday Off – unless scheduled for school activities, with cabinet member approval.

b. Intermediate Schools A/C System

- Monday – Friday, 6:30 a.m. to 5:00 p.m.
- Saturday and Sunday Off – unless scheduled for school activities, with cabinet member approval

c. Elementary Schools A/C Systems

- Monday – Thursday, 6:30 a.m. to 5:00 p.m.
- Friday, 6:30 a.m. to 4:15 p.m.
- Saturday and Sunday Off – unless scheduled for school activities, with cabinet member approval

November through June (end of regular academic school year)

- a. High Schools A/C Systems
 - Monday – Friday, 6:30 a.m. to 5:00 p.m.
 - Saturday and Sunday Off – unless scheduled for school activities with cabinet member approval
- b. Intermediate Schools A/C Systems
 - Monday – Friday, 6:30 a.m. to 5:00 p.m.
 - Saturday and Sunday Off – unless scheduled for school activities, with cabinet member approval
- c. Elementary Schools A/C Systems
 - Monday – Thursday, 6:30 a.m. to 5:00 p.m.
 - Saturday and Sunday Off – unless scheduled for school activities, with cabinet member approval

July through August

- a. Education Support Center
 - Education Support Center
 - Monday – Friday, 6:00 a.m. to 5:00 p.m.
 - Summer Schedule hours Monday – Thursday, 6:00 a.m. to 5:00 p.m.
 - Saturday and Sunday as approved by a cabinet member
- b. Technology Learning Center
 - Server area runs 24 hours, seven days a week
 - Offices and work area, Monday – Friday, 6:00 a.m. to 5:00 p.m.
 - Summer Schedule hours Monday – Thursday, 6:00 a.m. to 5:00 p.m.
 - Saturday and Sunday as approved by a cabinet member
- c. Maintenance and Transportation
 - These buildings have programmable thermostats and will follow the same guidelines.

Summer Schedules

Maintained for Summer School and Humidity Control/Energy Cleaning.

- Water Conservation**
- 1. The HVAC department will monitor operation of cooling towers in order to conserve water usage.

**General
Conservation**

2. The athletics ground department will monitor operation of irrigation systems in order to optimize water consumption.
3. All water leaks are to be reported to the maintenance department as soon as possible.
4. Set point for domestic hot water heaters will be 130° (F).
1. All computers, printers, and copiers will be turned off at the end of each day.
2. Network Computer Equipment Rooms and Security Camera Rooms must be properly ventilated and the environmental temperature will be maintained at a set point not to exceed 80° (F) at all times.
3. After-hours activities will be held to a minimum and carefully reviewed to see if the activity could be held at a time when the heating or air conditioning is routinely in use.
4. The district's rental policy will be reviewed annually and adjustments made to reflect increased energy cost. This may include free use of the building for in-kind services, but will include a charge for the electrical usage.
5. Electrical equipment that is required as a part of the instructional program will be allowed in the classroom if adequate power is available in the room.
6. Refrigerators, microwaves, coffee makers and other heated electrical devices will be provided in the teacher's lounge. If adequate power is available in a work area, individuals may connect a personal refrigerator or microwave.
7. Campuses will close exterior doors when entryways are not in use.

The administrator will be responsible to ensure that the custodial staff performs an end-of-day shutdown to include shutting off lights and closing doors.