

**ALEXANDRIA CITY PUBLIC SCHOOLS
ENERGY CONSERVATION AND BUILDING MANAGEMENT REGULATIONS**

Responsibilities:

1. Every person is expected to be a conscientious “energy saver” as well as an “energy consumer.”
2. Each staff member is responsible for implementing these guidelines during the time that they are present in the classroom or office.
3. The building engineer or Building Systems Manager is responsible for building systems control of common areas, i.e. halls, cafeteria.
4. The last person to leave a building in the evening is responsible for verification of the nighttime shutdown.
5. Building administrators will take the requisite steps to ensure efficiency and conservation of energy usage within their building.
6. Design proposals for each major construction project, both new construction and renovations of existing buildings, must meet the criteria provided by the U.S. Green Building Council’s Leadership in Energy and Environmental Design (LEED) program.
7. Energy-saving designs shall be documented in the architectural evaluation and shall comply with Educational Specifications as determined by the Virginia Department of Education and approved by the School Board.

General:

1. Classroom doors shall remain closed when HVAC is operating. Doors between conditioned space and non-conditioned space remain closed at all times (i.e., between halls and gym)
2. All exhaust fans should be turned off daily.
3. All electronic devices should be programmed for the “energy saver” mode using the power management feature.

Air Conditioning Equipment:

1. Occupied temperature settings for air conditioning shall not be set below 74°F.
2. During unoccupied times, the air conditioning equipment settings shall default to their respective unoccupied set-points.
3. Air conditioning start times may be adjusted (depending on weather conditions) to ensure classroom comfort when instruction begins.
3. Outside air dampers will be closed during unoccupied times, as appropriate.
4. Relative humidity levels shall not exceed 60% for any 24-hour period.
5. Use of air conditioning during summer months should be minimized and limited to areas that are being used by students and staff.
6. Dry food and vaccine storage areas will be maintained within code requirements. (Temperature range between 55°F - 75°F and relative humidity range between 35% - 60%).

Heating Equipment:

1. Occupied temperature settings for heating shall not be above 72°F.
2. The unoccupied temperature setting shall be 55°F (i.e., setback). This may be adjusted to a 60°F setting during extreme weather.
3. During the spring and fall when there is no threat of freezing, all forced air heating systems should default to their respective unoccupied set-points during unoccupied times. Hot water heating systems should default to their respective unoccupied set-points using the appropriate loop pumps.
4. All domestic hot water systems will be set no higher than 120°F or 140°F for cafeteria and kitchen service.

<p>Cooling Season Occupied Set Points: 74°F - 78°F Unoccupied Set Point: 85°F Heating Season Occupied Set Points: 68°F - 72°F Unoccupied Set Point: 55°F</p>
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In accordance with ASHRAE 55 “Thermal Conditions for Human Occupancy”

Lighting:

1. All unnecessary lighting in unoccupied areas will be turned off. Staff should make certain that lights are turned off when leaving the classroom or office when empty. Utilize natural lighting and motion detector light switches where appropriate.
2. All outside lighting shall be off during daylight hours utilizing both time-clock and photo-sensor technologies.
3. Gym lights should not be left on unless the gym is being utilized.
4. All lights, with the exception of emergency lighting, will be turned off when students and staff leave for the day. Custodians will turn on lights only in the areas in which they are working.

Water:

1. All plumbing, building envelope leaks and moisture infiltration must be reported and repaired immediately.
2. Grounds watering should only be done between 4am-10am. Ensure that the water service authority rate schedule accommodates the distinction between potable/domestic use and ancillary uses which do not discharge into sanitary sewer systems.
3. Sub-meters will be installed on irrigation and cooling tower supply lines to eliminate sewer charges.

Revised: April 21, 2016

Cross Refs.:	FA	Facilities Development
	FEA	Educational Facilities Specifications
	FECBA	Energy Efficient Construction