

PROCEDURES

The following procedures are part of the District's energy management program:

1. Classroom temperatures during instructional time must be within the following range:

Summer: 71–74 degrees in instructional and office areas
71–76 degrees in corridors and locker rooms

Winter: 68–72 degrees in instructional and office areas
68–70 degrees in corridors and locker rooms
2. If temperatures outside these guidelines are desired, the principal or director must submit a request to the energy office via e-mail, outlining the reason for such change, and the length of time such change is desired.
3. All regular air conditioning operations at the campuses will end one hour after the official end of school.
4. For approved after-school student activity, or approved community uses of District property, extra air request forms [CL(EXHIBIT)-A] must be submitted. Conservative use of District facilities is expected, and every effort will be made to consolidate after-school programs. Employees are reminded that District resources must be used for District business.
5. Exterior doors and windows will be kept closed while the air conditioning is running.
6. All T-buildings must be set up to 85 degrees in the summer and down to 55 degrees in the winter every afternoon after school and for school holidays.
7. Lights will be turned off if the space is unoccupied for more than ten minutes, and lower light levels will be used after instructional times.
8. Principals must submit a request for all classrooms wishing to use personal refrigerators and follow the guidelines provided. [See CL(EXHIBIT)-B]
9. Lawn irrigation mechanisms and practices will be monitored to limit waste through leaks, bad spray patterns and over-watering.
10. Measures will be taken by the operations department to provide suitable environmental conditions during summer to protect District infrastructures.
11. All new energy using equipment will meet or exceed the minimum energy efficiency ratings allowed by local government standards.