

The following documents are for use by the District implementing the energy management program:

Exhibit A: Extra Air Request Form — 2 pages

Exhibit B: Energy Efficiency Guidelines — 3 pages

EXHIBIT A

SPRING BRANCH INDEPENDENT SCHOOL DISTRICT
EXTRA AIR REQUEST FORM

1. To prevent delays in processing your request, this form must reach the Energy Office one week before your event(s) is scheduled to begin. Separate request forms should be filled out for each Monday–Sunday period (even if it is the same event).
2. All requests must be submitted using this form, and should be faxed to (713) 365-5727.
Please, no phone calls
3. Please review the Energy Efficiency Guidelines while planning your activities and make use of T-buildings for meetings and extracurricular activities.

Name of School _____ Authorized Signature _____

Dates re- quested	Location(s)	Start Time	Stop Time	Description of Activity	Contact Person and Phone
Monday					
Tuesday					
Wednes- day					
Thursday					
Friday					

BUILDINGS, GROUNDS, AND EQUIPMENT MANAGEMENT

CL
(EXHIBIT)

Dates re- quested	Location(s)	Start Time	Stop Time	Description of Activity	Contact Person and Phone
Saturday					
Sunday					

EXHIBIT B

SPRING BRANCH INDEPENDENT SCHOOL DISTRICT
ENERGY EFFICIENCY GUIDELINES

Air Conditioning and ventilation

- 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
- For temperatures outside these guidelines, the principal or director of the campus or department must approve the temperature change via e-mail.
- All regular air conditioning operations at the campuses will end one hour after the end of school. Extra air request forms must be filled out for after-school programs at least one week in advance. Late requests may cause delays in air conditioning at your campus. Please be conservative in your extra air requests, and try to limit these requests to events involving students, parents or large faculty meetings.
- All T-buildings must be set up to 85 degrees in the summer and down to 55 degrees in the winter every evening, especially for holidays.
- Please use the air conditioning zone maps when planning and scheduling events and programs at your campus. Often, scheduling one room in the main building can cause the entire campus' central air conditioning system to turn on, which is very inefficient and expensive. Copies of these maps are available from the energy management office.
- Exhaust fans, if left on without the air conditioner, will bring in unfiltered, untreated air. In summer, this means hot, humid air replacing the cool air leftover from when the air conditioner was on. This is expensive in terms of wasted energy, and damaging to the building. Please turn these exhaust fans off at the end of each day.

Lighting

- Custodial foremen are responsible for the control of lighting in common areas (cafeterias, hallways, restrooms, etc.) and for exterior lighting. Lights should be off when no one is using the area. Considerations may be made for special lighting systems as found in gymnasiums, which take 15 minutes to warm up, but these should be turned off after the last physical education class.
- Each occupant is responsible for his or her areas (teachers=classrooms, coach=gym, librarian=library, etc.).
- Encourage custodians and staff to use day-lighting wherever is appropriate: In hallways with windows, etc. Also, sectional lighting should be used consistently where possible:

multiple switches control light levels or sections of the building such as in libraries, cafeterias and hallways.

- Custodians should lower light levels while cleaning where appropriate, and should turn lights on as they need them, and turn them off again when they are finished.

Office/Classroom Equipment

- Copiers should be turned off for weekends and long breaks.
- Printers and computers should be turned off at the end of the day by the user.
- Computer labs are the responsibility of the computer instructor, and the last instructor in the lab must make sure that all computers are off at the end of the day.
- Coffee pots must be turned off after use.
- Radios and televisions must be turned off at the end of the day.

Personal Appliances

- Only Energy Star appliances will be allowed in classrooms (see Energy Star Web site: <http://www.energystar.gov/products>), and only if registered and approved by the principal. Principals must limit refrigerators in classrooms for electrical load and energy consumption reasons. Classrooms were not designed to handle the electrical load of numerous refrigerators, and you may experience electrical interruptions due to tripped breakers.
- Personal refrigerators must be unplugged during all long holidays, unless principal approval is obtained. Potential reasons for keeping them plugged in are student activities during the break and storage of medical supplies.
- The contents of multiple refrigerators in the home economics rooms should be consolidated into one refrigerator for long breaks, and should be emptied and unplugged for summer, unless student activities will occur.

Water Use

- Water faucets shall not be allowed to run unattended.
- Hoses must have a flow control mechanism at the point of use.
- Do not over water your lawns and ball fields. Watering for shorter periods more frequently helps your lawn develop stronger roots, and reduces run off.
- Adjust watering times to early morning, or late afternoon, not mid-day, to increase the effectiveness of your watering. Mid-day is the hottest part of the day when more water will evaporate without benefiting your lawn.
- When choosing a sprinkler system, pick one with a distribution pattern that is low to the ground, sprays large droplets and has rain or ground moisture sensors to increase watering effectiveness and reduce waste.
- Check your sprinkler systems at least once a year to maintain a good spray pattern.

Miscellaneous

- Scented plug-ins have been known to cause fires, and severe allergic reactions. Please limit their use and unplug them before long holidays. An open tin of baking powder will keep your room smelling fresh, without the side effects.
- Public address systems are allowed to stay on at all times.
- Portable electric space heaters are a fire hazard. They are banned from District facilities.
- Fans may be used sparingly during air conditioning hours and unrestricted during air conditioner off times. Please turn them off when you are done for the day.