

1 **ALEXANDRIA CITY PUBLIC SCHOOLS**  
2 **ENERGY CONSERVATION AND BUILDING MANAGEMENT REGULATIONS**  
3

4 **Responsibilities:**  
5

- 6 1. Every person is expected to be a conscientious “energy saver” as well as an “energy  
7 consumer.”
- 8 2. Each staff member is responsible for implementing these guidelines during the time that  
9 they are present in ACPS facilities.
- 10 3. The building engineer or Building Systems Manager is responsible for building systems  
11 control of all spaces.
- 12 4. The last person to leave a building in the evening is responsible for verification of the  
13 nighttime shutdown. (This includes activation of intrusion alarms.)
- 14 5. Building administrators are responsible for taking the requisite steps to ensure efficiency  
15 and conservation of energy usage within their building.
- 16 6. Facilities and Operations is responsible for ensuring RFP criteria for design proposals for  
17 each major construction project, both new construction and renovations of existing  
18 buildings, meet the criteria provided by the U.S. Green Building Council’s Leadership in  
19 Energy and Environmental Design (LEED) program and align with the City of  
20 Alexandria’s 2019 Green Building Policy as amended, .
- 21 7. Facilities and Operations is responsible for ensuring energy-saving designs are documented  
22 in the architectural evaluation and comply with Educational Specifications approved by the  
23 School Board, in alignment with the Virginia Department of Education’s Guidelines for  
24 School Facilities in Virginia Public Schools (2020).  
25

26 **General:**  
27

- 28 1. **Unless instructed otherwise by Facilities & Operations staff,** classroom doors and  
29 windows should remain closed when HVAC is operating. Doors between conditioned  
30 space and non-conditioned space should remain closed at all times.
- 31 2. All electronic devices should be programmed for the “energy saver” mode using the power  
32 management feature.
- 33 3. Personal appliances and other equipment are not permitted in any teaching spaces.  
34 Equipment not provided by ACPS must be approved for use in writing by Facilities and  
35 Operations.  
36

37 **Air Conditioning Equipment:**  
38

- 39 1. Occupied temperature settings for air conditioning is not set below 74°F.
- 40 2. During unoccupied times, the air conditioning equipment settings default to their respective  
41 unoccupied set-points.
  - 42 a. Air conditioning start times may be adjusted by Facilities and Operations  
43 (depending on weather conditions) to ensure classroom comfort when instruction  
44 begins.
- 45 3. Relative humidity levels do not exceed 60% for any 24-hour period.

- 46 4. Use of air conditioning during summer months should be reduced to conserve energy but  
47 maintain indoor air quality.
- 48 5. Dry food and vaccine storage areas will be maintained within code requirements.  
49 (Temperature range between 55°F - 75°F and relative humidity range between 35% - 60%).  
50

51 **Heating Equipment:**

- 52
- 53 1. Occupied temperature settings for heating is not above 72°F.
- 54 2. The unoccupied temperature setting is 55°F - 60°F (i.e., setback), unless adjusted for indoor  
55 air quality.
- 56 3. During the spring and fall when there is no threat of freezing, all forced air heating systems  
57 should default to their respective unoccupied set-points during unoccupied times. Hot  
58 water heating systems should default to their respective unoccupied set-points using the  
59 appropriate loop pumps.
- 60 4. All domestic hot water systems will be set no higher than 120°F or 140°F for cafeteria and  
61 kitchen service.  
62

63 Cooling Season Occupied Set Points: 74°F - 78°F  
64 Unoccupied Set Point: 80°F  
65 Heating Season Occupied Set Points: 68°F - 72°F  
66 Unoccupied Set Point: 55°F  
67

68 Cooling Season Occupied Set Points: 74°F - 78°F  
69 Unoccupied Set Point: 85°F  
70 Heating Season Occupied Set Points: 68°F - 72°F  
71 Unoccupied Set Point: 55°F  
72

73 In accordance with ASHRAE 55 “Thermal Conditions for Human Occupancy”  
74

75 **Lighting:**

- 76
- 77 1. All unnecessary lighting in unoccupied areas will be turned off. All staff should make  
78 certain that lights are turned off when leaving the classroom or office when empty. Utilize  
79 natural lighting and motion detector light switches where appropriate.
- 80 2. All outside lighting is off during daylight hours utilizing both time-clock and photo-sensor  
81 technologies.
- 82 3. Gym lights should not be left on unless the gym is being utilized.
- 83 4. All lights, with the exception of emergency lighting, will be turned off when the space is  
84 done being used for the day. Custodians will turn on lights only in the areas in which they  
85 are working.  
86

87 **Water:**

- 88
- 89 1. All plumbing, building envelope leaks and moisture infiltration must be reported through  
90 work orders or emergency notification, if appropriate, and repaired immediately.

- 91 2. Grounds watering should only be done between 4am-10am. Ensure that the water service
- 92 authority rate schedule accommodates the distinction between potable/domestic use and
- 93 ancillary uses which do not discharge into sanitary sewer systems.
- 94 3. Sub-meters will be installed on irrigation and cooling tower supply lines to eliminate sewer
- 95 charges.

96

97 Revised: April 21, 2016

98 Amended: March 30, 2023

99

100

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