Adopted: 14 April 15
Rev: 18 March 24

Medford School District

Conservation and Sustainability Policy

Contents

Background

The Medford School District (MSD) is committed to conserving our natural resources while continually improving the quality of its educational programs. We adopted this policy in April of 2015 to help promote resource conservation. The MSD Conservation Policy establishes quantifiable objectives that seek to reduce waste and encourage conservation across the district.

Mission Statement

Medford School District is dedicated to providing a safe and comfortable learning environment through efficient and effective use of District resources. Resource Conservation will allow the District to save money on utility costs and to redirect those dollars back into programs and services for students. The Conservation and Sustainability Policy educates students, staff and the community on how to be good stewards of both District resources and the environment.

Scope and Keys to Success

These guidelines supersede previous policies, but shall not impede the need to maintain a safe and secure learning and working environment for all staff, students, and site visitors. This policy will establish a culture of conservation and sustainability throughout the district. Leadership and participation is required from all District personnel in order to achieve this culture. This policy shall be used to guide the behavior of every building occupant, concerning energy conservation and sustainability.

Goals and Objectives – Specific, Measurable, Attainable, Relevant, Timely

1. Grow energy and resource conservation through partnering with Energy Trust of Oregon and other industry partners. Energy Trust has designed site specific energy models that track and model energy usage and efficiency. These tools enable us to identify deficiencies and successes.
2. Monitor and reconcile all utility billings. All incidents of increased energy, water and waste consumption will be investigated and corrective measures implemented.
3. Evaluate each District site to identify future energy efficient improvement opportunities.
4. Preform semiannual energy and waste inspections and give performance feedback to each site.
5. Identify the percentage of energy consumption related to outside organizations' usage.
6. All capital projects and purchases will take energy efficiency and environmental impact into account.
    a. Non capital purchases and projects will also incorporate energy efficiency and environmental impact.
7. Establish a champion at each site to promote and support the District's conservation efforts.
    a. Encourage student involvement and education in resource conservation.
    b. Participate in Oregon Green School program, and encourage student involvement in Energy monitoring.
8. Establish a District wide incentive program that rewards sites for their conservation efforts.
9. Offer recycling services and waste reduction information across the district. Offer master recycling training to district staff to help provide educational and waste reduction strategies for the district.
10. Increase every site's resource conservation participation through education and feedback.
11. Enroll in EPA's Energy Star Portfolio Manager and seek Energy Star Certification for school sites.
12. In partnership with the District's Communication Specialist, the District will capitalize on public relation opportunities to message and highlight the District's conservation efforts to the community.

Strategic Energy Management (SEM) Program

In 2015, the Medford School District enrolled in the Energy Trust of Oregon's Commercial Strategic Energy Management program. By participating in this program the Medford School District receives technical support from industry leaders. SEM also provides site assessments from energy experts that identify and promote future energy conservation projects. This program is funded by funds set aside by Pacific Power, so there are no direct costs associated with enrolling in it. MSD has seen upwards of a 17% reduction in electricity cost over the previous two years of enrollment. In addition to direct savings the Energy Trust of Oregon incentivizes our reductions at a rate of $0.04 per kWh and $0.40 per therm for Natural gas.

The SEM Team will consist of the following:

Energy Champion: The District's Resource Conservation Specialist will serve as the Energy Champion. Duties will include: tracking and monitoring facility energy performance, lead the implementation of action items, attend all required workshops and meetings, and chair internal energy team meetings.

Executive Sponsor: The District's Support Services - Facilities Manager will serve as the Executive Sponsor. Duties will include: providing management level support, develop goals and timelines, allocate budget and time for action item implementation, regularly review energy performance and associated savings, and ensure implementation of a successful plan.

Energy Team: A successful energy and resource conservation program requires an advocate at every site. Each site will provide one energy team member as the site point of contact for this program. Duties will include: attending four quarterly meeting, assisting with implementation of this program, and providing feedback on program status. Preferred candidates for these positions will have strong site leadership and a genuine interest in the field of sustainability.

The Energy Team will meet quarterly.

District Operation Guidelines

1. Heating/Cooling

a. During operating hours, buildings will be heated between 68 and 70 degrees Fahrenheit and cooled between 74 to 76 degrees Fahrenheit. Occupants who control their own thermostats are required to adhere to these settings.
b. All site activities held outside of a school's standard operating hours are required to be scheduled through SchoolDude in order to ensure the proper HVAC is enabled.
c. If you believe your zone is outside of the above temperature parameters, contact the head custodian. They will take a temperature reading with the District supplied thermometer (at the thermostat). If the zone temperature is determined to be outside the acceptable thresholds outlined above, then a work order must be submitted for maintenance to address the issue.
d. Main distribution frame (MDF) and Intermediate distribution frame (IDF) room thermostats shall be set to 70 degrees at all times year round.
e. Unoccupied HVAC set points outside of teachers' scheduled hours will be 55 degrees Fahrenheit for heating, and 85 degrees Fahrenheit for cooling. MDF and IDF rooms shall remain at 70 degrees Fahrenheit.
f. Custodial work during off hours will be done in non-heated or non-cooled spaces, unless required for specific project work.
g. During Holidays and extended breaks, all manual thermostats must be set to unoccupied modes.
h. Over the Summer Break, sites with no scheduled activity will have their HVAC equipment shut down.
i. Tampering with and/or manipulating thermostats to make the HVAC system operate when conditions are within the District's temperature set points is prohibited and will result in disciplinary action.
j. All doors and windows shall be closed when the HVAC system is on to prevent loss of conditioned air. This includes both interior and exterior doors and windows. Propping doors open to compensate for temperature variations wastes energy unnecessarily, increases operating costs, and stresses equipment. If there is a legitimate issue that is confirmed by the custodian's zone temperature measurement, a work order must be submitted. An exception to this rule is a one on one student/teacher conversation where the door must remain open.
k. The use of door stops to permanently prop doors open is prohibited due to fire codes as well as energy conservation.
l. Dress appropriately for the weather and have additional clothing available in case you are too cold in your space. During the cold season it is advisable to use many thin, warm layers rather than a few thick layers since it will insulate better and allow for removal of layers if the temperature climbs.
m. Supplemental electric heaters are not allowed. Exceptions must be approved by the facilities manager. If approved, the facilities department will provide a district owned space heater that meets safety requirements. Space heaters can be a safety hazard and can cause issues with the operation of heating and cooling systems. Unauthorized heaters will be removed.
n. Supply and return air vents in all areas must remain unobstructed at all times.

o. Consolidate facility use as much as possible, particularly for summer months so most campuses can be completely shut down.
p. Authorization for heating or cooling of non-district activities will require approval from both the site and the Facilities Manager.

2. Lighting

a. Lights will only be on in spaces that are occupied. Always turn lights off when leaving the room.
b. Many spaces have occupancy sensors to turn lights off automatically. These sensors should be used as a backup only, meaning lights should be turned off manually whenever exiting a non-occupied room, even when occupancy sensors are present. Emergency and security lighting will remain on.
c. The use of natural day lighting is recommended whenever possible.
d. For the security of employees, all outside security lighting will be turned ON prior to scheduled staff arrival pending weather and daylight conditions. When feasible, exterior lighting will be reduced.

3. Water

a. Water consumption should be minimized wherever and whenever possible.
b. Low flow toilets, showers, and faucets shall be utilized whenever possible.
c. Water should not be left running and unattended.
d. All plumbing leaks, dripping faucets, constantly running toilets, and broken sprinkler heads shall be immediately reported to the Facilities Department in work order form.
e. All water leaks shall be repaired in a timely manner.
f. Irrigation systems will be monitored to observe excessive usage and waste.
g. When spray irrigating, water shall not hit the building or pavement.
h. Reducing high water landscaping with xeriscaping (landscaping that reduces or eliminates the need for supplemental water) will be evaluated at all sites and will be incorporated in all new construction and renovation projects.

4. Equipment

a. Computer power management software shall be enabled to minimize the operation and consumption of electricity when computers are not in use. This excludes computers performing unique computational functions.
b. Computers, monitors, copiers, printers, and other equipment should be turned off at the end of the day, to further minimize consumption (fax machines excluded). Power management software should not be the primary energy conservation measure.
c. Network equipment including network printers should remain on.
d. Main distribution frames (MDF) and Intermediate distribution frames (IDF) shall remain plugged in at all times.
e. All printers will be set to go into power save mode after 15 minutes where possible.
f. All plug-in devices, including cell-phone chargers and other charging devices, should be unplugged when not in use. These devices still draw power if charging or not charging.

g. When feasible, all sites will work to provide a "common space" for staff break rooms. Sites are responsible for funding of appliances in all designated staff break areas.
h. All appliances must be in compliance with the "appliance cheat sheet", and be annotated on the site's appliance tracker if necessary. All applicable appliances must be approved in advanced and be documented on the tracker to prevent excessive appliance presence in schools (Appliance Creep).
    a. Site leadership must be engaged in this process.
i. Custodial site supervisors will maintain the appliance tracker and can provide copies as necessary.
    a. Facilities staff regularly inspects spaces to ensure operational readiness and safety, and all non-authorized appliances will be removed.
j. Excessive electrical loading from appliances increases costs, fire risk, and electrical system damage. Personal appliances can also create safety hazards if commercial Underwriters Laboratory (UL) ratings are not met, or if they are not properly maintained.
    a. See MSD appliance guidance sheet, for personal appliance guidelines and restrictions.
k. New appliances shall be Energy Star rated whenever possible. Conservation language is incorporated in procurement and lease contracts.
l. Appliance donations must be pre-approved by the Facilities Department.
m. **During Summer Breaks**, equipment will be shut down by **<u>all</u>** staff prior to leaving as part of the site closeout using the following checklist:

    - ☐ **All Computers, monitors, smart board speakers, and printers** are properly shut down AND UNPLUGGED. **Unplug the surge protector not the individual computer components (computer, monitor, printer, etc.) when possible.** Computers will not be plugged back in until one week prior to the start of the next school year.
    - ☐ Ceiling mounted projectors **Do Not** get Unplugged.
    - ☐ **ACTIVboards** should have the power cord unplugged from the wall receptacle**.** None of the other components on the board should be unplugged.
    - ☐ **Televisions and VCR/DVD players** are turned off and UNPLUGGED.
    - ☐ **Refrigerators** are cleaned out, UNPLUGGED, and propped open (Place a tray or towel under the freezer if Ice buildup is present).
    - ☐ **Microwaves, coffee makers,** and other appliances are UNPLUGGED.
    - ☐ **Electric hole-punches, staplers, and pencil sharpeners** are UNPLUGGED.
    - ☐ **Miscellaneous electrical devices** are UNPLUGGED. These devices continuously draw electricity at all times. Examples: cell phone and battery chargers, stereos, paper shedders, speakers, water coolers, and night lights.
    - ☐ **Unplug vending machines** at all unoccupied sites/areas (This includes staff break rooms, cafeterias, and all exterior machines that are restricted to the public). Products in these machines will be emptied by the vendor. Please ensure machines have signage which

states that they have been unplugged. High Schools sites and Central/MSDEC, along with any vending machines located outside which would be accessible to the public (next to track/fields) shall remain plugged in.

- **Keep all doors and windows shut** at occupied sites when HVAC equipment is running. Unoccupied sites without HVAC equipment operating may open windows and doors.
- **Close all curtains and blinds** to help buffer the building from sun effects.
- **Set thermostats to OFF** mode at all sites with manual thermostats.

j. Each site will submit a report to the facilities manager when this shutdown procedure has been fully completed.

5. *Facilities Usage*

a. Facility use will be consolidated as much as possible particularly for summer months so most campuses can be completely shut down when unoccupied.
b. Activities shall be strategically grouped within the facilities in order to optimize HVAC savings.
c. All afterhours HVAC needs will be evaluated and assessed by the Facilities Department based on usage and weather conditions.

6. *Energy Action Plan*

a. An Energy Action Plan will be maintained and updated in order to promote and track resource conservation across the district.
b. The District's energy action plan is laid out in the Facilities Preventative Maintenance Plan.

7. *District Vehicles*

a. Employees should always take the shortest route possible to their next work stop. They should map out their workday to be fuel efficient (i.e. as little backtracking as possible).
b. Ensure that work vehicles are stocked with required tools, equipment, and necessary items in order to limit unnecessary travel.
c. District vehicles should not be left idling for excessive lengths of time.
d. Vehicles purchased by the District shall be the most fuel efficient vehicles, meeting the needs of the persons using those vehicles.
e. When possible, multiple employees traveling to the same facility for meetings and other events should carpool.

Recycling

The Medford School District is committed to be a good steward of the environment, to use materials in the most efficient manner possible, and to promote environmental stewardship to students, staff and the community.

1. Facilities has engaged in master recycling training in an effort to provide a valuable resource to the district. Master recyclers will help to implement and promote recycling and waste reduction.
2. Establish a site specific recycle program that involves and educates students and staff.

3. Each site should conduct a waste audit to determine the types and volumes of materials that can be recycled.
4. Each site should identify alternative solutions to reduce volumes of materials used.
5. Show discretion when printing documents; ask yourself if you really need to print it. Use double sided printing whenever possible.
6. Choose paperless communication, transactions, and publications whenever possible.
7. When possible, consider the re-use of resources. Set up school supply re-use stations in classrooms. Re-use paper clips, rubber bands, and brass fasteners.
8. Custodial staff is responsible for the collection of recyclable material, although student interaction with the District's recycling program is encouraged.
9. A durable or cardboard commingle recycling container will be placed next to garbage container(s).
10. Clearly marked signage placed on or near recycling bins shall be used to direct and promote recycling practices.
11. Recycled electronic waste (computers, monitors, fax machines, etc.) will be managed by NTS.
12. Recycled construction debris, carpet, ferrous and non-ferrous metals, fluorescent lamps, and ballasts will be managed by the Facilities Department.
13. Florescent lamps will be disposed of in accordance with state regulations. The volume is reduced by the district owned bulb-eater.
14. Recycled oil, anti-freeze, and tires will be managed by the Facilities Department.
15. Where feasible, waste diversion areas for scrap metal, scrap wood, packing peanuts, soft plastic, hard plastic, and batteries shall be established and managed by the Facilities Department.

New Construction and Renovations

1. All future Medford School District new construction, remodeling, renovation, and repair projects will be designed with consideration of optimum energy utilization, low life cycle operating costs, and compliance with all applicable energy codes.
2. The District will require high performance energy systems in new construction and renovation projects when the systems are determined to be life cycle cost-effective.
3. Renewable energy technologies, day-lighting, and passive solar energy are to be incorporated when feasible.
4. Utility sub-meters must be installed in new construction and renovated facilities to isolate and monitor energy and water consumption.
5. Interior lighting will be LED whenever possible. New energy-saving fixtures, lamps, and ballasts will be used to replace existing less efficient lighting whenever economically feasible and appropriate.
6. Exterior lighting will be LED whenever possible, and will meet minimum current safety requirements. Decorative lighting will be kept to a minimum.
7. The District shall continue working with the Oregon Department of Energy (ODOE) to ensure that the District has taken full advantage of all grant and incentives opportunities viable to the District through current programs.
8. The District shall monitor all future grant and incentive opportunities, through but not limited to ODOE, Avista and Energy Trust of Oregon (ETO), that would benefit the District in operations, equipment, and renovation upgrades.

Purchasing/Precycling

Environmentally Preferable Purchasing (EPP) refers to the practice of specifying products with environmental attributes, such as reduced packaging, reusability, energy efficiency, recycled content, and rebuilt or remanufactured products to be included in bids and contracts. Precycling is the practice of reducing waste by avoiding purchasing items that will generate waste.

1. Monitor and measure sustainable purchasing accomplishments and efforts.
2. The District Purchasing Coordinator will ensure only Energy Star rated electrical appliances and equipment will be procured unless there is no satisfactory Energy Star product available for purchase.
3. When Energy Star labels are not available, choose energy-efficient products that are in the upper 25% of energy efficiency as designated by the Federal Energy Management Program.
4. Purchase of more expensive energy-efficient equipment can be justified when the extra cost is less than or equal to the resulting energy savings.
5. Purchase only recycled paper except where equipment limitations or the nature of the document preclude the use of recycled paper.
6. Incorporate sustainability goals with contractors and vendors.
7. Reduce the use of disposable materials and use only compostable or recyclable materials if available.
8. Environmental factors to be considered in product and service acquisitions include, but are not limited to, the assessment of:
    a. Pollutant releases and toxins, especially persistent bio accumulative toxins (PBTs), air emissions, and water pollution
    b. Waste generation and waste minimization
    c. Greenhouse gas emissions
    d. Recyclability and Recycled content
    e. Energy consumption, energy efficiency, use of renewable energy
    f. Depletion of natural resources
    g. Potential impact on human health and the environment
    h. Impacts on biodiversity
    i. Environmental practices that vendors and manufacturers have incorporated into their office and production process.
9. As much as practical, purchase materials and supplies with a minimum of packaging.

Standard Operational Procedures

Resource/Energy Conservation procedures based on best practices and specific facilities needs will be identified and reviewed annually by the Resource Conservation Specialist. These proactive measures can ensure normal occupancy measure and decrease energy consumption.

1. Building Automation Systems (BAS) Review and documentation. (Quarterly) review of all large mechanical equipment and communication.
    a. Includes observing OSS and scheduling, set back and energy conservation controls measures.
    b. Document/track issues and resolutions throughout the district.
    c. Calculate potential consumption savings when issues are identified and resolved.

Incentive Program

During enrollment in the ENERGY TRUST Strategic Energy Management program, we will receive incentives for our reductions in energy consumption. An incentive program will then be established to encourage reduced energy consumption and conservation. It will include monetary compensation to help promote resource conservation and programs that compel occupants to use the least resources necessary to achieve personal, professional, and programmatic goals.

Inspection Program

Facilities site assessments will be conducted by the District's Resource Conservation Specialist throughout the year. This assessment will include behavioral and mechanical observations as related to the District's building operation guidelines. Assessments will also monitor the progress of each sites recycling program, water usage and participation. Site personnel are encouraged to share observations and potential conservation projects throughout the year. Upon Completion, a written report will be sent to the site staff.

Performance Assessment

The District's Resource Conservation Specialist will submit a bi-annual report to the District's Superintendent, COO, and the Support Services - Facilities Manager that outlines the District's current energy consumption, water usage, and waste stream conservation efforts and performance with regard to our current goals and objectives. This report shall also include an overview of recently completed projects that affect energy consumption, as well as detail any upcoming energy projects.

Communication

We will realize our goals and objectives by ensuring that all members of the organization support and participate in the implementation of this policy. This policy shall be communicated to all newly hired employees as part of their new-hire orientation. This policy will be made known to all employees on an annual basis through safe schools training. This policy will also be available on our intranet.

Review

This Policy shall be reviewed annually by the facilities department.

_____ _____

Name Enactment Date

_____

Title