



FACILITIES & OPERATIONS

Midland Independent School District
 615 W. Missouri Ave., Midland, TX 79701
 432-240-1000 • midlandisd.net

The Midland ISD has partnered with Cenergistic to implement a behavior-based energy conservation program. Through our partnership we plan to reduce non-strategic spending to positively impact our core mission. Midland ISD remains committed to a safe and healthy learning environment. These guidelines (“Guidelines”) describe the key elements of the Energy Program. Responsible, efficient use of our facilities and resources is an expectation of all employees.

ENERGY PROGRAM GUIDELINES

General Expectations

Each employee is an “energy consumer” and is expected to be an “energy saver.” As such, employees will adhere to these Guidelines during the time that they are present in the organization’s facilities. To complement the behavioral-based energy conservation program, Midland ISD will continue to implement and improve upon a maintenance plan for its facilities and systems, including, but not limited to, HVAC and building envelope. As required, we will continue to implement moisture management strategies where necessary.

Table 1 – Program Expectations

All Employees	<ul style="list-style-type: none"> ➤ Turn off lights, etc. when leaving the classroom, office, etc. at the end of the day. And, wherever applicable setback manual controlled HVAC.
Leadership	<ul style="list-style-type: none"> ➤ Communicate the purpose and intent of the Energy Program through the distribution of, and commitment to, these Guidelines. ➤ Regularly communicate the importance and impact of the energy conservation program to its internal and external constituents.
Custodial Staff	<ul style="list-style-type: none"> ➤ Ensure common areas (i.e., halls, cafeterias, etc.) are operated per Guidelines. ➤ During unoccupied periods, while in the course of regular duties, ensure facility spaces are setback per the Guidelines.
Energy Specialists (Cenergistic)	<ul style="list-style-type: none"> ➤ Investigate, report, and facilitate resolution to comfort concerns. ➤ Provide program and site-based updates. ➤ Perform routine audits of all facilities during unoccupied, occupied, and transitional periods wherever possible. ➤ Communicate audit results to the appropriate personnel. ➤ Coordinate and collaborate with Facility Managers and site-based Custodial Staff to recommend, implement, influence, and monitor changes to daily HVAC and lighting operation, including but not limited to the Energy Management Systems (EMS). ➤ Ensure proper and thorough utilization of data loggers to regularly monitor relative humidity, temperature, and light levels throughout assigned facilities to address comfort concerns and ensure compliance with these Guidelines. ➤ Coordinate with Cortney Smith to distribute flyers in advance of setback periods (i.e. summer break, winter break, etc.) detailing specific expectations for energy management over the break as well as to assist in preparation for the breaks.



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Classroom/Office Equipment (All Employees & Leadership)

- Switch off all office machines (copy machines, laminating equipment, etc.) each night and during unoccupied times. Fax machines should remain on.
- Turn all computers off each night per the Department of Information Technology (IT) guidelines. This includes the monitor, local printer, and speakers. Network equipment is excluded.
- All capable PCs should be programmed for the “energy saver” mode using the power management feature. If network constraints restrict this for the PC, ensure the monitor “sleeps” after 10-minutes of inactivity. Ceiling fans should be operated in all areas that have them.
- Equipment such as refrigerators and microwaves will be unplugged over breaks lasting one week or more. Refrigerators should be cleaned out and unplugged ahead of the breaks with the door left open.

HVAC

- Air conditioning start times may be adjusted (depending on weather) to ensure instruction room comfort when instruction begins.
- Instruction room doors and windows should remain closed when HVAC is operating. Ensure doors between conditioned space and non-conditioned space remain closed whenever possible (i.e., between hallways and gym or pool area).
- Ensure dry food storage areas are maintained within code requirements. Typically, this is 55°F-75°F (“F” for Fahrenheit) temperature and 35%-60% Relative Humidity. Utilize loggers to verify.
- For heat pumps, ensure a 6° F dead-band between heating and cooling modes.
- Occupied Period Operation
 - The occupied period in a space begins when the students enter at the beginning of the classroom day or the beginning of an event or activity (e.g. basketball practice).
 - Cooling Season Occupied Set Points should range from¹: 71°F - 74°F
 - Heating Season Occupied Set Points should range from¹: 68°F - 71°F
 - Occupied cooling temperature settings should not be set below 71°F.
 - Occupied heating temperature settings should not be set above 71°F.

¹ Set points are in accordance with ASHRAE 55 “Thermal Conditions for Human Occupancy” and have not been modified from past/current set points.



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- Unoccupied Period Operation
 - The unoccupied period in a space begins when the students leave at the end of the classroom day and/or immediately following scheduled extracurricular events, activities, or leases (e.g., basketball games).
 - The air conditioning equipment should be set back. The setback temperature setting should be 55°F during the heating season (may be adjusted to a 60°F setting during extreme weather) and 85°F during the cooling season.
 - Turn off all exhaust fans.
 - Ensure outside air dampers are closed.
 - During the spring and fall when there is no threat of freezing, all steam and forced air heating systems should be set back during unoccupied times. Hot water heating systems should be set back using the appropriate loop pumps.
 - Relative humidity levels should not exceed 60% for any 24-hour period.
 - Use air conditioning sparingly during the summer months for sites not hosting summer school or summer programs. Air conditioning may be used by exception in those facilities that are involved in team/zone cleaning.
 - Where cross-ventilation is available during periods of mild weather, it is recommended that HVAC equipment be set back. Cross-ventilation is defined as having windows and/or doors to the outside on each side of a room.

Lighting

- Turn off all unnecessary lighting in unoccupied areas. Staff should make certain that lights are turned off when leaving the instruction room, or office, when empty.
- Utilize natural lighting where appropriate.
- Turn off all outside lighting during daylight hours.
- Gym lights should not be left on unless the gym is being utilized.
- Turn off all lights when students and staff leave for the day. Staff should turn on lights only in the areas in which they are working.
- Refrain from turning lights on unless needed. Remember that lights not only consume electricity but also give off heat that increases energy needed to cool the room.

Water (Custodial / Maintenance Staff)

- Repair all plumbing and/or intrusion (i.e., roof) leaks immediately after they are reported.
- Domestic hot water systems should be set no higher than 120°F (or 140°F for cafeteria service with dishwasher booster).
- Switch off all domestic hot water re-circulating pumps during extended breaks where possible.



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Miscellaneous (All Employees & Leadership)

These guidelines are not intended to be all-inclusive, and they may be modified for local conditions. These guidelines supersede all previous instructions related to energy conservation or facility management and that it be in a collaborative effort with Collective Bargaining Agreements (CBA) and contractual obligations with retained energy vendors.