

# Policies

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## Westerly Public Schools Energy Education Guidelines

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### Energy Conservation Guidelines

It is essential that energy guidelines be observed in the operation of the cooling and heating equipment. The teacher will be an integral part of implementing the guidelines during the time that he/she is present in the classroom. The principal will be held responsible for the total energy usage of his/her building. The principal will be provided information reflecting the energy consumption for his/her building on a monthly basis.

Specific areas of emphasis include:

1. Every student and employee will be expected to contribute to energy efficiency in our district. Every person will be expected to be an "energy saver" as well as an "energy consumer".
2. Effective immediately, all unnecessary lighting in unoccupied areas will be turned off. All lights will be turned off when students and teachers leave school. Custodians will turn on lights only in the areas in which they are working.
3. During the summertime, air conditioning will be used only in schools having summer school and in office areas.
4. The custodian at each school will be responsible for a complete and total shutdown of the facility when closed each evening.

### Procedure for Operating Air Conditioning Equipment (For Applicable Buildings)

The following energy conservation procedures are to be observed in those building possessing air conditioning equipment:

1. Buildings with windows and individual classroom controls should:
  - a) Refrain from turning the air conditioning equipment on until the outside temperature exceeds 78 degrees. Temperature control should be achieved by the use of window adjustments. During air conditioning season, the custodian should raise the classroom windows upon arrival each morning, if applicable, if the outside temperature is below 78 degrees. The principal will be responsible for devising a system of notifying the teachers when the air conditioning is to be turned on.
  - b) There will be times when the outdoor temperature is such that the energy management system will not allow the cooling or the heating equipment to operate. It will be the teacher's responsibility to close all windows and doors when the heating or air conditioning system is operating.

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- c) When the temperature is such that cooling is needed at the beginning of the school day, the start time for air conditioning equipment at each building campus should be set as late as possible while still allowing time to cool the building to guideline temperature by the beginning of classes.
  - d) Set the thermostat controls at 75 to 78 degrees when air conditioning is in operation.
  - e) Close individual classroom and office doors when the air conditioning is in operation.
  - f) Refrain from turning lights on unless definitely needed. Remember that lights not only consume electricity, but also give off heat which, in turn, places an additional load on the air conditioning equipment and thereby increases the use of electricity necessary to cool the room.
  - g) The air conditioning equipment should be turned off at the approximate time the students leave school. It is anticipated that the temperature of the classroom will be maintained long enough to afford comfort for the period the teacher remains in the classroom after the students have left.
  - h) Under no circumstances will air conditioning be utilized in classrooms during the summer months unless the classrooms are being used for summer school or year-round school. Custodians will be expected to open door and windows to provide necessary ventilation. Air conditioning may be used in those schools that are involved in team-cleaning concept.
  - i) The principal, in coordination with the energy manager, will devise a plan for turning the air conditioning units on in phases to prevent overloading the system which occurs when all units are turned on at the same time.
  - j) In all areas which have evaporative coolers such as shops, kitchens and gymnasiums, the doors leading to halls which have air conditioned classrooms or dining areas should be kept closed as much as possible.
2. In those air-conditioned areas within a building that have windows and no ceiling fans, the same procedures as listed in item 1 should be observed with the following exceptions:
- a) Air conditioning equipment is not to be turned on until the outside temperature exceeds 75 degrees.

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- b) The thermostat controls are to be set no lower than 75 degrees when the air conditioning equipment is in operation.
3. Buildings without windows and ceiling fans should maintain a thermostat setting of no less than 75 degrees.

### **Procedures for Operating Heating Equipment**

The following energy conservation guidelines are to be observed when operating heating equipment in schools buildings.

1. The thermostat controls shall be set no higher than 70 degrees.
2. Individual classrooms and office doors will be closed when the heating equipment is in operation.
3. In those buildings with central controls, the start time for the heating equipment should be set as late as possible while still allowing time to heat the building to guideline temperature by the beginning of classes. In those buildings with individual classroom controls which custodians can access, the custodian will be responsible for setting the thermostat controls appropriately at the beginning of the day.
4. In those classrooms with individual thermostat controls, which the teacher can access, the teacher will be responsible for setting the thermostat on 60 degrees as he/she leaves the room at the end of each day. The principal or his/her designee will be responsible for setting thermostat controls to 60 degrees in the restrooms, offices and other heated areas at the end of the day.
5. In those buildings with central controls, the principal or his/her designee will be responsible for the setting of the thermostat at 60 degrees at the end of each day.
6. The principal will be responsible to ensure that the custodial staff performs an end-of-day shutdown checklist on Monday through Thursday and a weekend shutdown checklist on Friday to make certain the building is closed or shutdown in an energy conservative manner.
7. If, on extremely cold nights, a 60 degree setback will not allow your building to heat to a comfortable level by the time the students arrive, take the following action:

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- a) Set the nighttime temperature setting at 62 degrees.
- b) Notify the office of the Energy Manager immediately.

\* 60 degree Setback in all months.

\* See attached schedule for system, setback and operating temperatures and pressures.

### **Procedures for Operating Lighting Equipment**

1. Lights in classrooms should not be turned on unless definitely needed. Teachers should make certain that lights are turned off when leaving the classroom.
2. Lights in all gymnasiums should not be left on unless the gym is being utilized. Lights should be turned off after each use except in those facilities with metal halide lighting.
3. All outside lights should be turned off during daylight.
4. When in the building during non-school hours, custodians should turn lights on only in the specific area in which they are working.
5. The exhaust fan in the restrooms shall be turned off at the end of the day. Provided an odor problem is not created as a result of this practice. (All toilets and urinals should be flushed prior to turning off exhaust fans.)
6. Copy machines, laminating equipment, computers (except for any network servers that must be left on) and other office or audio visual machines should be turned off by the office staff each night.
7. All classroom computers (except for any network servers that must be left on) and all audio visual machines should be turned off each day at the end of the last class. After being officially accepted by the School Committee, a copy should be disseminated to the widest distribution possible within the district; i.e., all bulletin boards, teacher's lounges, district newsletters, etc.

### **Energy guidelines temperature/pressure schedule**

- Unoccupied Temperature setback \*60 degrees.
- Occupied Temperature range of 68 to 72 degrees.
- Heating System Temperatures and Pressures per the following schedule.

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<b>Month</b>	<b>Setback Temperature</b>	<b>Operating Temperature</b>
September thru November	60 F	160 F
December thru February	60 F	180 F
March thru May	60 F	160 F
June thru August	Off	Off

\*This schedule is to be used as a guideline. As weather and facility structure warrant, operating temperatures and pressures may need to be adjusted beyond the guideline perimeters.

Adopted: March 17, 2004  
Revised: January 3, 2007