

**MILFORD SCHOOL DISTRICT
Milford, Delaware 19963**

POLICY

3102

ENERGY CONSERVATION

SUBJECT:

The commitment to and goals of the Milford School District to conserve energy where possible and to take a leadership role in developing a realistic energy ethic and awareness of energy needs and costs in an effort to promote Energy Conservation.

I. PURPOSE:

The purpose of this policy is to provide uniform guidance and administration regarding energy usage and energy conservation actions.

- A. To promote energy conservation while providing a safe, reasonably comfortable education environment to the faculty, staff and students of the Milford School District.
- B. To establish a clear understanding among Milford School District staff regarding energy conservation expectations and individual responsibilities to conserve energy.
- C. To establish and document temperature setting range expectations for various categories of rooms and spaces, as well as to establish seasonal air conditioning to heat and heat to air conditioning conversion date ranges.
- D. To promote improved indoor air quality through efficient and effective building systems management.

II. LIMITATIONS:

This policy does not apply to school bus contractors

III. SEASONAL TEMPERATURE SETTINGS:

- A. The Supervisor of Building and Grounds is charged with the responsibility and authority to direct the seasonal conversion from heating to air conditioning in the spring and from air conditioning to heating in the fall.
 - 1. The springtime conversion from heating to air conditioning will not occur before April 15 and will be accomplished no later than May 15, depending on the specific weather patterns of the year and at the direction of the Supervisor of Building and Grounds.
 - 2. The fall season conversion from air conditioning to heating will not occur before October 1 and will be accomplished no later than November 1, depending on the specific weather patterns of the year and at the direction of the Supervisor of Building and Grounds.

3. The Supervisor of Building and Grounds shall notify building administrators and custodial Building Chiefs of the intended date to perform the seasonal HVAC conversion.
- B. Building temperatures shall be governed in accordance with the following chart:

Average Building Temperature Range				
	Winter		Summer	
Classroom	67° F	70° F	75° F	78° F
Offices	67° F	70° F	75° F	78° F
Shop areas	65° F	68° F	77° F	80° F
Cafeterias	65° F	68° F	77° F	80° F
Gymnasiums	65° F	68° F	77° F	80° F
Athletic areas	65° F	68° F	77° F	80° F
Auditoriums	65° F	68° F	77° F	80° F

- C. The summer temperature ranges do not apply to buildings and spaces that are not equipped with air conditioning.

IV. GENERAL ENERGY USAGE PROCEDURES:

- A. Areas that are not occupied (even if left for a short period of time) will have lighting turned off. After the school day, custodians will decrease lighting in the hallways where possible. Custodians will turn on lighting only in areas where they are working or for scheduled facility use.
- B. Lights in all gymnasiums, cafeterias and auditoriums will be off unless the area is being utilized.
- C. All exterior lighting shall be turned off during daylight hours. Exterior lighting shall be operated on a timer with minimal lighting for security purposes only during evening hours when the building does not have evening events scheduled. The Supervisor of Building and Grounds and the Building Administration shall collaborate on exterior lighting schedules.
- D. Exhaust fans in rest rooms shall be turned off during periods of time when students are not present.
- E. Copy machines, laminating equipment, and other office machines shall be turned off each night if the equipment does not have a sleep or hibernation mode.
- F. All District computer monitors, printer, and other peripheral technology equipment shall be turned off when buildings are not occupied by students if the equipment does not have a sleep or hibernation mode. Computers (CPU units) shall remain turned on around the clock, for Technology Department scheduled maintenance and virus software updates.
- G. All District computer equipment, to include the computer CPU units shall be turned off when buildings are not occupied by students during the annual winter break and annual spring break school closings. Essential computer equipment to include but not limited to the district's network servers and web

access servers, the security system servers and computer equipment, the building automation system servers and computer equipment, as well as computer equipment used by 12-month staff shall be exempt from this policy requirement.

H. Personal electrical appliances:

1. The building administration of each school building is charged with the responsibility and authority to administer the coordinated use of microwave ovens, coffee pots, and compact refrigerators in designated areas. The designated areas shall serve teams or groups of faculty/staff with the guiding principle being to eliminate the use of personal appliances in individual classrooms.
 2. Personal appliances to include but not limited to compact refrigerators, microwaves, coffee pots, toaster ovens, space heaters, hotplates and any other such devices, are expressly not permitted in classrooms. Each building administration is authorized to approve the consolidated and coordinated use of compact refrigerators and microwave ovens only for multiple classrooms in designated areas as indicated in IV, H, 1 above.
 3. The administration of each school building shall submit to the Supervisor of Building and Grounds the building-wide plan for the coordinated use of microwaves and compact refrigerators which identifies the designated areas for the appliances and likely users of said appliances. The initial plan is due to the Supervisor of Building and Grounds by December 31, 2025 ~~2005~~, and shall be reviewed each school year.
 4. Appliances that have been purchased by the school district that are intended to contribute directly to the educational mission such as instructional kitchens and refrigerators in science areas, as well as appliances which serve the students' medical needs, such as refrigerators in the nurse's suite are exempt from this policy.
 5. Compact refrigerators and microwaves that have been approved by the respective building administration must be in good working order, and must be unplugged during the winter, spring, and summer breaks.
 6. The Supervisor of Building and Grounds in consultation with the school Administration and the district Maintenance Department shall have the authority to require the removal of personal appliances that have not been authorized and that have been determined to be unsafe.
- I. The Chief custodian or designee at each school will be responsible for operating the building in an unoccupied mode at the closing of each school day or scheduled facility use. The Supervisor of Building and Grounds has the expressed authority to direct the operation of buildings in occupied modes when students are not present in order to protect the facility against freezing.
- J. Any area showing signs of mold should be reported to the chief custodian and building administration. The Chief custodian shall report all areas showing signs of mold to the Supervisor of Building and Grounds. The Supervisor of Building and Grounds has the expressed authority to direct the operation of a building in noncompliance to this policy in order to remediate and address a specific and known indoor air quality concern.

- K. Individual classroom and office doors shall be closed when heating and air conditioning equipment is in operation.
- L. In buildings with automatic temperature controls, the temperature will be set at 55 degrees (or appropriate unoccupied set back temperature based on building history) no later than the close of the school day, during the heating season.
- M. The Chief Custodian or designee shall be responsible for the building start-up. Each building shall have an established start-up procedure that must be adhered to.
- N. The Chief Custodial or designee shall be responsible for the building shut-down at the end of the custodial shift.
- O. Domestic hot water systems will be set between 120 F or 140 F for cafeteria service (with dishwasher booster). All independent domestic hot water systems shall be shut down during unoccupied times and over summer break, except as needed for summer school operations.
- P. The start time for air conditioning equipment shall be set as late as possible while still allowing time to cool the building to guideline temperature settings. Cooling equipment shall be switched to unoccupied set-back temperatures as soon as possible, with the understanding that classroom temperatures will be maintained long enough to afford comfort for the period the teacher remains in the classroom after the students have left.
- Q. Under no circumstances will air conditioning be utilized in classrooms during the summer months unless the classrooms are occupied by students. The Director of Operations must approve exceptions.
- R. Outside air-dampers shall be programmed in the building automation system to the closed position during unoccupied modes.

V. CHILD NUTRITION ENERGY CONSERVATION PROCEDURES:

- A. Food shall be prepared utilizing "batch cooking" to the maximum extent possible in order to conserve energy.
- B. Ware-washing shall be accomplished using the "batch washing" method to the maximum extent possible in order to reduce energy consumption of the ware washing equipment.
- C. All food preparation equipment shall remain in the off position until needed and shall only be turned on if it is needed or intended to be used immediately. This does not apply to child nutrition refrigerators or freezers.
- D. Preventive maintenance and calibrations shall be performed on all food preparation and storage equipment at regular intervals as directed by the Supervisor of Child Nutrition.
- E. Cafeteria lighting shall be turned off before and after students have eaten lunch.
- F. Kitchen range hood use shall be optimized in an effort to conserve energy. During the winter months, hood usage reductions shall be implemented to the extent possible.

VI. DISTRICT VEHICLE USAGE:

- A. District vehicles shall not be left “idling” for extended periods of time.
- B. District-related travel shall be consolidate with carpooling employed to the maximum extend possible.
- C. District vehicles shall be properly and adequately maintained in order to assure that they are operating at optimal efficiencies.

VII. ATHLETICS AND ATHLETIC FACILITIES:

- A. The High School Administration is charged with the responsibility and the authority to schedule athletic sporting events in such a manner as to conserve energy to the extent possible.
- B. The High School Administration shall schedule athletic sporting events in the afternoon when feasible in an effort to make full use of ambient natural light to the extent possible.
- C. During the implementation of section VIII of this policy, the High School administration shall take precautions to protect the rights of all athletes and teams regarding schedules and priority.

ADOPTED: 04/26/82

AMENDED: 11/28/05; 02/23/26

NEXT REVIEW DUE: December 2030