

**ENERGY MANAGEMENT CONSERVATION**

The Board of Education bears responsibility for the best use of tax dollars and believes it to be our responsibility to ensure that every effort is made to conserve energy and natural resources while providing leadership in developing a realistic energy ethic and awareness of energy needs and costs.

The implementation of this policy is the joint responsibility of the Board members, administrators, teachers, students, and support personnel, and its success is based on cooperation at all levels.

The District maintains accurate records of energy consumption and cost of energy and will provide information on the goals and progress of the energy conservation program.

The Operations & Maintenance representative and the Principal will be accountable for energy management in his or her building with energy audits being conducted and conservation program outlines being updated. Judicious use of the various energy systems of each building will be the joint responsibility of the Principal, Head Custodian, and Operations & Maintenance representative to ensure that an efficient energy posture is maintained on a daily basis.

To ensure the overall success of the energy management program, the following specific areas of emphasis will be adopted:

1. All personnel will be expected to contribute to energy efficiency in the District. Every person will be expected to be an “energy saver” as well as an “energy consumer”.
2. Administrative Energy Guidelines will be reviewed, sharing the “rules of the game” in supporting our energy program.
3. The Superintendent and/or Assistant Superintendent for Management Services & Strategic Planning will develop short- and long-range strategies in the area of energy conservation.

Adopted:       October 5, 2004

Revised:       November 19, 2013

**ENERGY CONSERVATION AND  
BUILDING MANAGEMENT REGULATIONS**

The South Colonie Central School District is committed to and responsible for maintenance of the learning environment. To complement the District's energy management program, the District shall develop and implement a preventive maintenance and monitoring plan for its facilities and systems, including HVAC, building envelope, and moisture management.

**General**

1. Classroom doors shall remain closed when HVAC is operating. Ensure doors between conditioned space and non-conditioned space remain closed at all times (i.e., between hallways and gym).
2. Proper and thorough utilization of data loggers will be initiated and maintained to monitor relative humidity, temperature, and light levels throughout the District's buildings to ensure compliance with District guidelines.
3. All exhaust fans should be turned off every day and during unoccupied hours.
4. All office machines (copy machines, laminating equipment, etc.) shall be switched off each night and during unoccupied times. Fax machines should remain on.
5. All computers should be turned off each night. This includes the monitor, local printer, and speakers. Network equipment is excluded.
6. All capable electronic devices should be programmed for the "energy saver" mode using the power management features.

**Responsibilities**

1. Every person is expected to be an "energy saver" as well as an "energy consumer".
2. The teacher is responsible for implementing the guidelines during the time that he/she is present in the classroom.
3. The custodian is responsible for control of common areas (i.e., halls, cafeteria, etc.).
4. Since the custodian is typically the last person to leave a building in the evening, he/she is responsible for verification of the nighttime shutdown.
5. The Principal, Custodian, and Operations & Maintenance representative is responsible for the total energy usage of his/her building.
6. The Operations & Maintenance representative (Energy Manager) performs routine audits of all facilities and communicates the audit results to the appropriate personnel.
7. The Operations & Maintenance representative (Energy Manager) provides regular reports to Principals and District Office Administrators in regard to energy utilization and energy savings.

<b>Cooling Season Occupied Set Points:</b>	<b>74° F – 78° F</b>
<b>Heating Season Occupied Set Points:</b>	<b>69° F – Adjust as needed</b>
<b>Heating Season Unoccupied Set Points:</b>	<b>57° F</b>

### **Air Conditioning Equipment**

1. Occupied temperature settings shall not be set below 68° F.
2. During unoccupied times, the air conditioning equipment shall be off. Computer network rooms are exempt from this. The unoccupied period begins when the students leave the area at the end of the school day. 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.
3. Air conditioning start times may be adjusted (depending on weather) to ensure classroom comfort when school begins.
4. Ensure outside air dampers are closed during unoccupied times.
5. Ceiling fans should be operated in all areas that have them.
6. Air conditioning should not be utilized in classrooms during the summer months unless approved by Operations & Maintenance or the Superintendent of Schools.
7. 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.
8. Where cross-ventilation is available during periods of mild weather, shut down HV/AC equipment and adjust temperature with windows and doors. Cross-ventilation is defined as having windows and/or doors to the outside on each side of a room.

### **Heating Equipment**

1. Occupied temperature settings shall not be above 71° F.
2. The unoccupied temperature setting shall be 57° F (i.e., setback).
3. The unoccupied time shall begin when the students leave an area.
4. During the Spring and Fall when there is no threat of freezing, all steam and forced air heating systems should be switched off during unoccupied times. Hot water heating systems should be switched off using the appropriate pumps. Metasys set point is 55° F.
5. Ensure all domestic hot water systems are set no higher than 120° F or 140° F for cafeteria service (with dishwasher booster).
6. Ensure all domestic hot water re-circulating pumps are switched off during unoccupied times.

**Lighting**

1. All unnecessary lighting in unoccupied areas will be turned off. Teachers should make certain that lights are turned off when leaving the classroom when empty. Utilize natural lighting where appropriate.
2. All outside lighting shall be off during daylight hours.
3. Gym lights should not be left on unless the gym is being utilized.
4. All lights will be turned off when students and teachers leave school. Custodians will turn on lights only in the area in which they are working. When possible, half lighting should be utilized in classrooms and hallways.
5. Refrain from turning lights on unless definitely needed. Remember that lights not only consume electricity, but also give off heat that places an additional load on the air conditioning equipment and thereby increases the use of electricity necessary to cool the room.
6. When available and appropriate, half lighting should be utilized.

**Water**

1. Ensure that all plumbing and/or intrusion (i.e., roof) leaks are reported and repaired immediately.
2. When spray irrigating, ensure the water does not directly hit the building.

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