

LOGAN CITY SCHOOL DISTRICT POLICIES AND PROCEDURES

Title	Energy Management Conservation	Number	725
Section	Support Services	Approval Date	11/18/08
Subsection	725 Energy Management Conservation	Effective Date	11/18/08

1. Purpose

- 1.1 The Logan City Board of Education is responsible for ensuring that every effort is made to conserve natural resources, and energy, while ensuring a school environment conducive to optimal learning and exercising sound financial management.
- 1.2 The implementation and success of this policy is the responsibility of board members, administrators, teachers, students, and support personnel, and requires cooperation at all levels.

2. References

No references to state law or Utah State Board of Education rules.

3. Definitions

- 3.1 Building envelope - the walls, windows, doors, and roof of a building.
- 3.2 Cross-ventilation - having windows and/or doors to the outside on each side of a room.
- 3.3 Energy management - a process to monitor overall district energy use including practices and procedures.
- 3.4 EMS - Energy management system.
- 3.5 HVAC - Heating, ventilation, air conditioning.
- 3.6 Moisture management - ensuring the moisture content of the air inside of the building is kept at acceptable levels.

4. Policy

- 4.1 All district personnel are expected to contribute to energy efficiency in the District. Every person is expected to conserve energy and resources.
- 4.2 The principal is accountable for campus energy management, including conducting energy audits and updating conservation program outlines.
- 4.3 The principal and head custodian are jointly responsible for the judicious use of energy systems of each school and to ensure that an efficient daily energy posture is maintained.
- 4.4 The District maintains accurate records of energy consumption and energy costs.
- 4.5 The District maintains and monitors its facilities and systems, including HVAC, building envelope, and moisture management to maintain a safer and healthy learning environment.
- 4.6 The District is responsible for developing short and long range strategies in the areas of facilities management and preventive maintenance.

5. Procedures

5.1 Responsibilities

- 5.1.A Every person is expected to be an energy saver as well as an energy consumer.
- 5.1.B Teachers are responsible for implementing energy guidelines while in the classroom.
- 5.1.C The custodian is responsible for control of common areas, i.e. halls, cafeteria, etc.
- 5.1.D The custodian is responsible for verification of the nighttime shutdown since the custodian is typically the last person to leave a building in the evening.
- 5.1.E Principals are responsible for energy management at their school.
- 5.1.F The Energy Manager is responsible for making adjustments to the District's EMS, including temperature settings and run times for HVAC and other controlled equipment, either directly or indirectly.

- 5.1.G The Energy Manager provides regular reports to principals indicating energy saving performance.
- 5.1.H The District is committed to and responsible for maintenance of the learning environment.
- 5.1.I The District develops and implements a preventive maintenance and monitoring plan for its facilities and systems, including HVAC, building envelope, and moisture management.

5.2 General

- 5.2.A When HVAC is operating, doors between conditioned space and non-conditioned space remain closed (i.e. between hallways and gymnasiums).
- 5.2.B Data loggers are properly and thoroughly initiated, utilized and maintained to monitor relative humidity, temperature, and light levels throughout the district's buildings to ensure compliance with district guidelines.
- 5.2.C All exhaust fans are turned off daily.
- 5.2.D All office machines (copy machines, laminating equipment, etc.) are switched off each night and during unoccupied times. Fax machines remain on.
- 5.2.E All computers are turned off each night. This includes monitors, local printers, and speakers. Network equipment is excluded.
- 5.2.F All capable computers are programmed for the energy saver mode using the power management feature. If network constraints restrict this for the computer, the monitor sleeps after 10 minutes of inactivity.
- 5.2.G Lighting is minimized during unoccupied times.

5.3 Guidelines for Energy Conservation and Building Management

- 5.3.A Cooling Season Occupied Set Points 1': 74° F – 78° F
- 5.3.B Unoccupied set Point: 85° F
- 5.3.C Heating Season Occupied Set Points 1': 68° F – 72° F
- 5.3.D Unoccupied set Point: 55° F

5.4 Air Conditioning Equipment

- 5.4.A Occupied temperature settings shall not be set below 74° F.
- 5.4.B Air conditioning equipment shall be off during unoccupied times. The unoccupied period begins when students leave the area at the end of the school day. It is anticipated that classroom temperatures are maintained long enough to afford comfort while teachers remain in classrooms after students have left.
- 5.4.C Air conditioning start times may be adjusted, according to the weather, to ensure classroom comfort when school begins.
- 5.4.D Outside air dampers are closed during unoccupied times.
- 5.4.E Ceiling fans are operated in all possible areas.
- 5.4.F Relative humidity levels do not exceed 60% for any 24 hour period.
- 5.4.G Air conditioning is not used in classrooms during summer months unless the classrooms are being used for summer school or year-round school. Exceptions can be made for summer cleaning activities, but only in affected areas.
- 5.4.H Doors between areas that are cooled by evaporative coolers and areas that use HVAC cooling remain closed as much as possible.
- 5.4.I HVAC equipment is shut down and temperatures are adjusted with windows and doors where cross-ventilation is available during periods of mild weather.
- 5.4.J Loggers are used to verify and ensure that dry food storage areas are maintained to code requirements. Typically, this is 55F-75F temperature and 35%-60% relative humidity.

5.5 Lighting Procedures

- 5.5.A When students are not occupying buildings (typically 30 minutes after school until 30 minutes before school), hallway lighting is reduced to half, student restroom lights and all exhaust fans are turned off.
- 5.5.B Lighting in unoccupied areas is turned off.
- 5.5.C Lighting in cafeterias, gymnasiums, and auditoriums remain off until they are in use.
- 5.5.D Classroom lighting is off when teachers and students are vacant for more than 15 minutes.
- 5.5.E During nighttime hours lighting inside buildings is off or reduced to minimal security lighting. Exterior lighting is not excessive.
- 5.6.F Vending machines are de-lamped.