Manchester School District

Energy Policy

The management of all energy used from electricity to fossil fuels (oil, natural gas, propane) is everyone's responsibility.

The Manchester School District spends:

XYZ Dollars annually for electricity and

ABC Dollars annually for fossil fuels

Spending money to light and heat our schools, cook lunches for students and provide hot water for sanitation is inevitable.

However, frugal utilization of these resources is everyone's (all employees, students and patrons) responsibility. The fewer dollars spent for these purposes mean more money available to further the District's core mission: education of students.

Responsibility

1. Responsibility for developing an "Energy Conservation Ethic" within Manchester School District rests with all employees, students, and patrons.
2. The building principal is responsible for the total energy usage of his/her building and should engage in energy audits periodically.
3. The primary occupant of a given space has responsibility within that space to implement energy conservation measures.
4. The custodian is responsible for control of common areas, i.e. halls, cafeteria, etc. and to verify that non-occupied shutdown procedures are followed. The head custodian at each school will be responsible for assuring that the campus/facility is shut down each evening.
5. The Energy Educator/Manager performs routine audits of all facilities and communicates the audit results and recommendations to the appropriate personnel.

A. Lighting

1. All lights will be turned off in any area which will be unoccupied for a period in excess of fifteen (15) minutes except for corridors, stairwells, and at exits as required by code.
2. All lights will be shutoff or reduced (if multiple banks of lights exist) whenever adequate natural day lighting can be utilized.
3. Decorative lighting is not permitted.
4. All outside lighting will be turned off during daylight hours.
5. Gym lights should be on only when the gym is being utilized.

B. Temperature Control

1. Heating season temperatures of 68 degrees will be maintained in all classrooms and offices during occupied hours and 63 degrees during unoccupied hours. Tim why not 60°F for setback
   Cooling season temperatures will be 78 degrees during occupied hours and 87 degrees during unoccupied hours (only applicable to conditioned spaces).
   Special consideration will be given to certain preschool and special education classrooms where possible.

2. Personnel will not obstruct ventilation ducts or return air grills with books, shelves, charts, furniture, plants or anything else.

3. Personnel will not obstruct hot water radiation with books, shelves, charts, furniture, plants or anything else.

4. All windows and doors must be kept closed during the heating season or when air-conditioning units (refrigerated) are in operation.

5. If extreme room temperatures exist, for example less then 64°F or greater than 82°F during the heating season, this shall be reported to the Facilities Division in a timely manner.

6. Windows are to be closed and latched by faculty at the conclusion of the day, without exclusion.

7. Entrances and exits to all buildings shall be limited where possible in their use to minimize heat loss.

8. Broken windows, doors, etc. shall be reported to the Facilities Division in a timely manner.

9. Unauthorized personnel or students found tampering with temperature regulating devices such as thermostats or valves will be subject to disciplinary action.

10. Portable space heaters of any kind are banned from use within School District facilities as a matter of safety and energy conservation.

11. Employees and students are encouraged to have available sweaters, sweatshirts or similar clothing when it is apparent the temperatures contained within this policy cause personal discomfort.

12. Classroom doors are to remain closed when HVAC systems are operating. Ensure doors between heated/air-conditioned spaces and non-heated/non-air-conditioned spaces remain closed at all times.

C. Scheduling

1. Small group activities will not be scheduled in large areas such as auditoriums and gymnasiums. Use of such areas will be coordinated with School Administration to enable reduced lighting, heating or cooling during periods of non-use.

2. At the end of the school or office day, all windows shall be closed, the blinds or shades will be drawn to approximately 3/4 the distance from the top of the window to the window sill and the lights turned off. Cleaning staff will turn lights on only for the period when a specific area is being cleaned.

3. Heating, ventilation, and air conditioning systems will not be operated during nights, weekends, school vacations or summer breaks unless scheduled in advance through school administration. A schedule for each school delineating areas to be served along with the times for occupancy will be published, and scheduled through the Energy Management System.

4. Hours of operation for HVAC systems will be as follows:

   Elementary Schools; 7:00 AM to 3:00 PM

   Middle Schools; 7:00 AM to 3:00 PM

   High Schools; 6:00 AM to 2:00 PM

   Heating systems will be enabled one hour prior to the times shown above and when the outside air temperature is below 65 degrees Fahrenheit. (Mid October thru Late May) The heating system is disabled before and after these dates.

   Ventilation systems will only operate during the prescribed times noted above.

D. Information Technology- by Kevin Smith

I will shutdown my computer, turn off my monitor, speakers and printer at the end of each day using the surge protector.

• If all computers and monitors were left running 24 hours per day for the entire school year (August-May), it would cost the district just shy of $450,000. Shutting down my computer at the end of each day will help save the district over $220,000.

• I will ask my IT technician to program my PC(s) and monitor(s) for the "energy saver" mode after 10 minutes of inactivity.

• If my computer and monitor are not programmed to go into energy save mode they can consume as much as 200 Watts of power. Screen Savers do not conserve energy. Using power management can save over 70% of power consumption. That is a $4/year saving per computer or a district cost avoidance potential of $20,000/year.

D. Other

1. **Close my door during class time.** • Corridors in most schools are not heated/cooled to the same level that the classrooms are. Leaving the classroom door open requires the heating system to heat a space many times that of the classroom, wasting energy and making the classroom feel the effects of opening outside doors.

2. **Unplug my TV/VCR/DVD, etc. when not in use.** Televisions, DVD/video players, microwaves, coffee pots, etc. consume energy even when turned off. A typical setup of a TV, DVD and VCR may consume over 15 Watts of energy, just sitting there plugged in. That is a potential cost of $6000/year if left plugged in during the school year. Unplugging the TV equipment when not in use can save the district over $5700 per year.

The district will consolidate its summer programs to conserve energy.

Refrigerators and/or similar appliances shall be limited in their use to certain designated areas as determined by the principal or similar facility authority.

Summer Energy ~~Tip~~ Policy

Unplug all vending machines and remove any food which will spoil. Unplug any refrigerators or other appliances which won't be in use. ~~Turn off all pilot lights for the heating system and the hot water heaters if not needed.~~ This would be facilities responsibility