



Westerville City Schools Energy Management Guidelines

The school district is committed to, and responsible for, maintenance of the learning environment. Student achievement will not be sacrificed in order to implement and enforce these guidelines.

OBJECTIVE: Implementation of an energy management program that achieves financial goals while improving or maintaining the comfort level in the learning environment, without risk to property damage.

RESPONSIBILITIES:

- Every person in the school district is expected to be an “energy saver,” as well as an “energy consumer”.
- The teacher is responsible for implementing the guidelines during the time that he/she is present in the classroom.
- The custodian is responsible for control of common areas, i.e. halls, cafeteria, the commons, gyms, etc.
- 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.
- The principal is responsible for supporting the Energy Manager in overseeing the total energy usage of his/her building.
- The Energy Manager will perform routine audits of all facilities and then communicate the audit results to the principal and head custodian via the audit form.
- The Energy Manager is responsible for setting the guidelines for temperature set points and schedules for HVAC and other controlled equipment.
- The Energy Manager will provide regular reports to the Executive Director of Business Operations.

GENERAL

1. Classroom doors shall remain closed when HVAC is operating, unless occupied set points cannot be maintained. Ensure doors between conditioned space and non-conditioned space remain closed at all times (i.e. between hallways and gym areas.).
2. All exhaust fans should be turned off every day during unoccupied hours.
3. All office machines (copy machines, laminating equipment, etc.) shall be switched off each night and during unoccupied times. Fax machines should remain on.
4. All computers should be turned off each night. Network equipment and media center systems are excluded.
5. All capable PC's should be programmed for the “energy saver” mode.

Cooling Season	Occupied Set Points:	72°F - 76°F
	Unoccupied Set Points:	85°F
Heating Season	Occupied Set Points	68° F - 72°F
	Unoccupied Set Points	55° F

Occupied – Regular school and office hours, including any special events
Unoccupied – All times when school is not in session and offices are closed, excluding special events

AIR CONDITIONING EQUIPMENT

1. Occupied temperature settings shall not be set below 72°F.
2. During unoccupied times, the air conditioning equipment shall be off.
3. The head custodian will request via the maintenance work order system any exceptions to the unoccupied status by providing the following information: Date and time (start/ending) and specific location of each event (i.e. room number, gym, commons, etc.).
4. Air conditioning start times may be adjusted (depending on weather) to ensure classroom comfort when school begins.
5. Ensure outside air dampers are closed during unoccupied times.
6. Relative humidity levels shall not exceed 60% for any 24 hour period.
7. Air conditioning should not be utilized in classrooms during the summer months unless the classrooms are being used for summer school or employee development classes. Air conditioning may be used by exception only in those schools that are involved in team-cleaning.
8. Where cross-ventilation is available during periods of mild weather, shut down HVAC 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.
9. Ensure dry food storage areas are maintained within code requirements. Typically, this is 55°F - 75°F temperature and 35%-60% relative humidity. Loggers should be utilized to verify.

HEATING EQUIPMENT

1. Occupied temperature settings shall not be above 72°F.
2. The unoccupied temperature setting shall be 55°F (i.e. setback). This may be adjusted to a 60°F setting during extreme weather.
3. The head custodian will request via the maintenance work order system any exceptions to the unoccupied status by providing the following information: Date and time (start/ending) and specific location of each event (i.e. room number, gym, commons, etc.).
4. During the spring and fall where there is no threat of freezing, any steam and forced air heating systems should be switched off during unoccupied times. Hot water heating systems should be switched off using the appropriate loop pumps.

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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 whenever possible.
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 areas in which they are working.
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.

WATER

1. Ensure all plumbing and/or intrusion (i.e. roof) leaks are reported and repaired immediately.
2. Grounds watering should occur between 4 a.m.-10 a.m. Do not water during the heat of the day, typically between 10a.m. - 8 p.m.
3. When spray irrigating, ensure that water does not directly hit any building.
4. Ensure water sub-meters are installed on irrigation and cooling tower supply lines to eliminate sewer charges.