

## **FACILITIES**

### **Operation and Maintenance of Buildings, Grounds, and Equipment** **Energy Conservation Measures**

This regulation supersedes Regulation 8534.1

#### **I. PURPOSE**

To minimize facilities operation expenses by conserving energy.

#### **II. SUMMARY OF CHANGES SINCE LAST PUBLICATION**

This regulation has been changed in its entirety.

#### **III. GENERAL**

Energy efficient operations of facilities is the responsibility of the Office of Facilities Management (OFM), school principals, program managers, and staff members.

#### **IV. PROCEDURES**

##### **A. Temperature settings:**

1. Temperature settings during occupied periods shall be set at comfortable levels between 70 and 76 degrees. Occupied periods are during regular school hours, during school-based programs after regular hours, and during approved community use. In office buildings, the occupied period is the span of normal work hours for the occupants.
2. In unoccupied periods, temperature settings shall be at the night setback or setup temperature as determined by the OFM and controlled by programmable energy management systems.
3. In spaces in which the occupant can locally control the temperature setting with a thermostat, the occupants are responsible for changing the setting of the thermostat at the end of the workday to 55 degrees in the heating season and 85 degrees in the cooling season.
4. In spaces in which the temperature is controlled by a programmable energy management system, setting the temperature setpoints and occupied periods is the responsibility of the OFM and/or the operating engineer in the building. Unoccupied setpoints are to be 55 degrees in the heating season and 85 degrees in the cooling season. Exceptions to the unoccupied temperature settings may be made by the OFM in order to protect the building, achieve improved energy efficiency, or maintain comfort during the occupied period.

5. In buildings with energy management control systems, appropriate staff members may override the system using the local override switches to set the building to occupied mode for school-based activities or approved community use. Overrides shall be used only for the building zone to be occupied. Override times shall be limited to the times that the zone is occupied.

**B. Energy Conservation**

1. The Office of Facilities Management and the operating engineers are responsible for monitoring energy use in buildings; maintaining mechanical equipment, electrical equipment, and building structures in an energy-efficient state; and making energy conservation improvements to facilities.
2. School and office staff members, including custodians and operating engineers, are responsible for operating facilities in an energy-efficient manner and reporting observed problems to the OFM for repair.
3. Opening windows in cold weather wastes fuel. Where observed, school and office staff members should report temperature-related control problems to the OFM for repairs or adjustments.
4. Doors shall remain closed during periods of cold or hot weather except during arrival and dismissal of students when a safety concern exists.
5. Principal and program managers are responsible for encouraging staff members to turn off lights when leaving a room. After normal occupied hours, custodial staff members shall turn off lights in all rooms and hallways when not occupied for cleaning.
6. The appropriate building staff members shall monitor parking lot and other outdoor lighting. Should exterior lighting be observed to be on during the day, a work order shall be submitted by the building staff to OFM for repairs.
7. Drivers of School Board-owned vehicles shall observe the posted speed limit, minimize idle time of vehicles to fewer than three minutes, and accelerate gradually to conserve fuel.