

ENERGY CONSERVATION GUIDELINES

This regulation establishes the minimum administrative guidelines for the implementation of the energy conservation program in the Allegheny County Public Schools.

OBJECTIVES:

1. Eliminate energy waste.
2. Ensure the comfort of staff and students.
3. Ensure acceptable indoor air quality per industry standards.

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, restrooms, 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 is responsible for the total energy usage of his/her building.
6. The Energy Manager performs routine audits of all facilities and communicates the audit results to the appropriate personnel.
7. The Energy Manager provides regular reports to Principals indicating performance with regards to energy savings.

FACILITIES PLANNING AND DEVELOPMENT GUIDELINES:

1. The LEED Green Building Rating system will be used in all future new construction, major renovations, and existing building operation where feasible.
2. Building commissioning will be integrated into the energy management and conservation plan relating to all future new building construction and major renovations.
3. Special lighting control devices will be installed in all new building construction or major renovations.

GENERAL GUIDELINES:

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. While lights may remain on during class changes, lights are to be turned off during extended periods of nonuse.
4. Only emergency and necessary lighting will remain on after students and teachers leave the 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 additional load on the air conditioning equipment and thereby increases the use of electricity to cool the area.
6. Classroom doors shall remain closed when HVAC is operating. Ensure doors between conditioned space and non-conditioned space remain closed at all times.
7. All exhaust fans should be turned off every day and during unoccupied hours.

8. All office machines (copiers, laminating equipments, etc.) shall be switched off each night and during unoccupied times. Of course, fax machines and answering machines should remain on.
9. All computers should be turned off each night. This includes the monitor, local printer, and speakers. Network equipment is excluded.
10. All capable PCs should be programmed for the “energy saver” mode using the *power management* feature. If network constraints restrict this for the PC, ensure the monitor “sleeps” after 10 minutes of inactivity

AIR CONDITIONING EQUIPMENT:

1. Occupied temperature settings shall be set at 75 degrees. Principals may authorize an adjustment of no more than three degrees below this setting during occupied times.
2. During unoccupied times, the air conditioning equipment shall be off. 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 to ensure classroom comfort when school begins.
4. Relative humidity levels shall not exceed 60% at any time.
5. Air conditioning should not be used in classrooms during summer months unless the classrooms are being used for summer school or special activities. Relative humidity levels should be monitored to verify levels remain below 60%. During summer cleaning and maintenance activities, principals must work with custodians and the maintenance staff to develop a schedule and procedure which limits the use of air conditioning. Summer cleaning should use a team approach and concentrate on cleaning one area at a time.
6. In all buildings which are not equipped with central air conditioning, doors shall remain closed to separate those areas with conditioned air (administrative offices, computer labs, libraries, cafeterias, etc.) and unconditioned air.

HEATING EQUIPMENT:

1. Occupied temperature settings shall not be above 72 degrees.
2. The unoccupied temperature setting shall be 55 degrees (i.e. setback). This may be adjusted to 60 degrees during periods of extreme cold.
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 loop pumps.
5. Ensure all domestic hot water systems are set no higher than 120 to 140 degrees for cafeteria service (with dishwasher booster).

CAFETERIAS/KITCHENS:

1. Principals and cafeteria managers will implement a program to reduce energy consumption.
2. Ovens and stoves will not be turned on prior to the time necessary to reach the proper temperature for baking or cooking. All appliances will be turned off when not in use.
3. Exhaust fans will be turned off when the cafeteria staff leaves for the day.
4. Ice machines will be unplugged and cleaned during the summer shutdown except at Alleghany High School and Clifton Middle School when summer programs, camps, and athletics are held.

5. Frozen and cooled food products will be consolidated at Clifton Middle School during the summer months. All freezers and coolers will be unplugged and cleaned. Maintenance will clean and service all condenser units.
6. Freezers and coolers will be brought back on line prior to the opening of school on a gradual basis. Temperature settings will be adjusted lower each day until the desired temperature is achieved.

SCHOOL ENERGY CONSERVATION PROGRAMS:

Each principal shall develop a school energy conservation program which implements these guidelines. Recognizing that each school has unique differences, procedures need to be developed and responsible individuals identified for the implementation of the program. The school program may be more restrictive than the school system guidelines but not less restrictive.

Individual schools must also identify means to limit water usage. A daily check of faucets, toilets, and lavatories should be conducted by custodians prior to the end of the day. All leaks must be reported and repaired as soon as possible.

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ALLEGHANY COUNTY PUBLIC SCHOOLS