

SCHOOL DISTRICT OF SOUTH MILWAUKEE

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ENERGY MANAGEMENT AND CONSERVATION

It is the policy of the Board to ensure that every effort is made to conserve energy and natural resources while exercising sound financial management.

The implementation of this policy is the joint responsibility of the Board members, administrators, teachers, operations staff, support personnel, and students. The success of this policy is based on cooperation at all levels.

The District will maintain accurate records of energy consumption and cost of energy. The District will provide information to the public on the goals and progress of the energy management and conservation program.

The principal, in conjunction with the Operations Manager and Energy Manager, will monitor energy management on his/her campus with energy audits being conducted and conservation program outlines being updated on a regular basis. Judicious use of the various energy systems of each campus will be the joint responsibility of the principal, head custodian, Operations Manager and Energy Manger to ensure that an efficient energy posture is maintained on a daily basis.

All district personnel are expected to contribute to energy efficiency in the district. Each person is expected to be an “energy saver” as well as an “energy consumer.”

To further maintain a safer and healthier learning environment and to complement the energy management program, the District shall continue to maintain a preventive maintenance and monitoring plan for its facilities and systems, including HVAC, building envelope and moisture management.

CROSS REF.:

APPROVED:

ENERGY MANAGEMENT AND CONSERVATION CUSTODIAL GUIDELINES

School District of South Milwaukee

All staff members are expected to be an “energy saver” as well as an “energy consumer.” Staff members are expected to cooperate with the administration, operations manager and energy manager in the implementation of the energy management plan. The operations department will continue to maintain a preventive maintenance and monitoring plan for the facilities and systems.

The energy manager shall perform routine audits of all facilities and shall communicate the audit results to the appropriate personnel. The energy manager shall provide regular reports to the operations manager, principals, superintendent and board indicating performance with regard to energy savings.

The principal, operations manager and energy manager shall work together to monitor energy usage at each campus and shall work together to help staff implement the energy management plan.

The head custodian in each building is responsible for implementing the guidelines of this policy in all the common areas of the building, such as hallways, gyms, commons, etc. The teacher is responsible for implementing the guidelines of this policy in the classroom during his/her normal working hours. The last person to leave the building in the evening, typically a custodian or building service helper, is responsible for verification of the nighttime shutdown procedures.

Custodian General Guidelines:

Heating Equipment

1. Occupied temperature settings should not be initially set above 72°. Exceptions may be made on a case-by-case basis.
2. The unoccupied temperature setting shall be 55°. This may be adjusted to a 60° setting during extreme weather.
3. The unoccupied time shall begin when the students leave an area or the last function in the building ends.
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 during unoccupied times. Hot water heating systems should be switched off using the appropriate loop pumps.
5. All domestic hot water systems should not be set higher than 120° or 140° for cafeteria service (with dishwasher booster).

6. All domestic hot water re-circulating pumps should be switched off during unoccupied times.

Air Conditioning Equipment

1. Occupied temperature settings should not be initially set below 74°. Exceptions may be made in the server room and on a case-by-case basis.
2. During unoccupied times, the air conditioning equipment shall be off. The unoccupied period begins when the last function in the building ends. If possible, the air conditioning equipment shall be turned off in classrooms within one half-hour after the last student class time has ended.
3. Air conditioning start times may be adjusted (depending on the weather) to ensure classroom comfort when school begins.
4. Outside air dampers shall be closed during unoccupied times.
5. Ceiling fans should be operated in all areas that have them.
6. For any 24-hour period, relative humidity levels shall not average greater than 60%.
7. Air conditioning should not be utilized in classrooms during the summer months unless the classrooms are being used for summer school. Air conditioning may be used by exception only or in those schools that are involved in team-cleaning those areas.

Lighting

1. All outside lighting shall be turned off during daylight hours.
2. Gym lights should not be left on unless the gym is being utilized. However, gym lights may be left on in consideration of the amount of time it takes for the lights to be fully on after being turned off.
3. 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 and thereby increases the use of electricity necessary to cool the room.

Water

1. All plumbing and/or intrusion (i.e., roof) leaks must be reported and repaired immediately.
2. All outside watering should be done early in the morning or in the evening.
3. Spray irrigation should not directly hit a building.

Computers in Custodial Work Area

1. All computers shall be turned off each night. This includes the monitor, local printer, and speakers. Network and server equipment is excluded. Other computers and/or printers may be excluded on a case-by-case basis upon the approval of the energy manager.
2. All capable PC's shall be programmed for the "energy saver" mode using the power management feature. If network constraints restrict this for the PC, ensure that the monitor "sleeps" after ten (10) minutes of inactivity.