

ENERGY MANAGEMENT

Background:

In 2005, the Board of Education authorized a School Energy Committee to be formed with a Board member as the chairperson. The District advertised for volunteers to become members of the committee. The purpose of the committee is to assist the Board and Administration in researching the District's energy needs and recommending improvements for the future.

Attached to this report is a copy of the draft policy for the committee's initial review. The key aspects to this policy are:

- A. Lights will be required to be turned off in unoccupied spaces other than those lights required by building codes for personal safety.
- B. Light level standards for future lighting projects that the District implements to meet IESNA standards.
- C. Temperature set points for offices and classrooms during the heating season will be maintained at 68 degrees Fahrenheit.
- D. In those facilities or spaces that are air-conditioned, temperature set points for offices and classrooms during the cooling season will be maintained at 76 degrees Fahrenheit.
- E. Other temperature set points for specific spaces are included in the Policy.
- F. The Policy outlaws unauthorized personnel from tampering with thermostats and the use of unauthorized space heaters or portable air conditioning units.
- G. The Policy provides directions for staff to turn off lights and equipment at the end of each day.
- H. The use of personal appliances such as electric coffee makers, microwaves, refrigerators, toaster ovens, pizza makers, etc. will not be allowed without the approval of the Superintendent.

policy

**BOARD OF EDUCATION
THE SCHOOL DISTRICT OF THE TOMORROW RIVER**

PROPERTY
7460/page 2 of 5

- I. Only energy efficient vending machines will be allowed in our buildings.

It is expected that the implementation of this policy and the transition from a voluntary program to a mandatory program will be met with reluctance by some staff members. The Administrator will work with Administration and staff to ensure that policy is properly followed.

The District shall participate in energy conservation programs approved by the School Board. Energy management is necessary in order of the District to: minimize the impact energy cost increases will have on the budget, maintain a reliable supply of energy to meet the functional needs of the District, and ensure that energy is used efficiently.

A strong commitment on the part of the Board and the Administration is important to an effective energy management program. It shall be the responsibility of each District employee and student to actively participate in conservation efforts in order to reduce consumption to levels prescribed by State, Federal, and local rules.

The Director of Buildings and Grounds/designee shall implement, direct, monitor, evaluate, and report District energy conservation efforts to the Board.

Instituted as part of the District's plan to save energy, this policy is designed to save scarce resources without infringement of the educational mission of the District. The building Principal, Head Custodian, and their Supervisors will share the accountability for ensuring that this policy is followed. All operations of the District facilities shall be governed by the following and participation is mandatory for all staff and students of the Tomorrow River School District.

- 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 in corridors, stairwells, and at exits as required by code.
2. During design and re-lamping projects, consideration should be given to provide lighting within the following range:
 - a. Classrooms and offices: 62-65 foot candles (fc) but not less than 50 fc
 - b. Corridors: 20 fc but not less than 10 fc

- c. Storage: not less than 10 fc
- d. Gyms: 55-95 fc but not less than 30 fc

Natural lighting shall be used where possible to attain lighting levels within the above ranges. For cleaning during off hours and in the morning when the building is being opened, the custodial staff shall only turn on lighting where needed. The building should be fully illuminated no more than one-half (1/2) hour before the normally scheduled arrival time for teaching and administrative staff.

B. Temperature Control

1. For the heating season, which generally runs from October 15th through May 15th, temperatures in classrooms and office will be maintained at a sixty-eight (68) degree set point in occupied mode and fifty-five (55) degrees in unoccupied mode.
2. In those facilities that are air conditioned, a seventy-six (76) degree occupied set point with an eighty-two (82) degree unoccupied set point will be maintained during the cooling season, which generally runs from May 15th to October 15th.
3. Locker rooms shall maintain a seventy-two (72) degree occupied set point during the heating season.
4. Non-classroom warehouse and garage facilities, when unoccupied by personnel, will be maintained at fifty-five (55) degrees during the heating season.
5. Personnel will not obstruct ventilation ducts or return grilles with books, charts, furniture or plants.
6. All windows and doors must be kept closed during the heating season or when the air conditioning units are in operation.

7. Entrances and exits to all buildings shall be limited in their use when possible to minimize heat loss.
8. Broken windows, doors, non-functioning door closers, missing or damaged weather stripping, etc., shall be reported to the building custodian in a timely manner.
9. Unauthorized personnel or students found tampering (e.g., placing ice or wet towels on thermostats) with temperature regulating devices, such as thermostats or valves, will be subject to disciplinary action.
10. Portable space heaters or air conditioners of any kind are banned from use within the District facilities, except where provided by the custodial staff.
11. Employees and students are encouraged to wear sweaters or similar clothing during the heating season.

C. Other

1. The domestic hot water temperature set point will be 120 degrees. Food Services operations requiring higher temperature levels by code shall use booster units or dedicated water heaters when possible.
2. Office Equipment-shut off copiers, laminators, etc., at the end of the day. Computers should utilize energy savings options within the operating system.
3. The use of personal appliances such as electric coffee makers, microwaves, refrigerators, toaster ovens, pizza makers and/or other cooking or refrigeration appliances will not be allowed without the prior approval of the Administrator. The use of small radios and desk lamps is allowed, but should be turned off when not in use.

4. Request for exemptions and hot and cold complaints must be addressed in writing to the Director of Buildings and Grounds, at which time s/he will investigate the complaint or request for exemption. If the issue cannot be resolved while adhering to the energy policy, the Director of Buildings and Grounds shall make the determination as to what action, if any, will be taken. The Director of Buildings and Grounds reserves the right to adjust set points up or down in a given area to provide the best overall performance of the HVAC system.
5. Vending machines--Only energy efficient vending machines will be allowed within the District.

1.12, 66.0133, 101.027, 115.001(3), 120.12(1) Wis. Stats.
COMM 63, 64.05 Wis. AC