

ENERGY CONSERVATION

It is the policy of the Board to conserve energy to the extent compatible with the District's educational goals. The implementation of this policy is the joint responsibility of administrators, teachers, students, support personnel, and the public using District facilities, and its success is based on cooperation at all levels.

The Director of Buildings & Grounds will provide leadership and support for energy management conservation, including implementation of energy audits and conservation programs. The Director will also maintain accurate records of energy use and results from conservation programs.

To ensure the overall success of the energy management program, the following specific areas of emphasis will be adopted:

1. Every student, employee, and user of District facilities should contribute to energy efficiency.
2. All unnecessary lighting in unoccupied areas will be turned off.
3. The custodial staff at each school will be responsible for shutdown of the facility when closed each evening.
4. Established standards for acceptable indoor air quality will be maintained.
5. Proper preventative maintenance of HVAC units will be performed.
6. Tasks to prevent and respond to water intrusions within buildings will be performed, including maintaining proper drainage around buildings.
7. Relative humidity will be monitored and maintained at appropriate levels.

The following items shall serve as guidelines for operation of our energy systems. These guidelines are not intended to be all inclusive, and may be modified by the Director of Building & Grounds to deal with unique circumstances.

General:

1. All unnecessary lighting in unoccupied areas should be turned off. Teachers should make certain that lights are turned off when leaving an empty classroom for more than 10 minutes.
2. Outside lighting should be off during daylight hours.
3. Gym lights should not be left on for extended periods unless the gym is being utilized.
4. All lights, except security lighting, will be turned off when facilities are not occupied. Exceptions may be made for homecoming or other times when safety and protection of persons or property require additional lighting.
5. During unoccupied periods, custodians will turn on lights only in the areas in which they are working.
6. Doors and windows between conditioned space and non-conditioned space should remain closed as much as possible.
7. Computers, monitors and printers should be turned off according to guidelines set by the network administrator.

Air Conditioning Equipment:

1. Occupied temperature settings shall NOT be set below 74° F.
 2. During unoccupied times, room air conditioning equipment should be turned off. The unoccupied period begins at the end of the regular school day, unless community activities are scheduled. 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 (depending on weather) to ensure room comfort when school begins.
 4. Outside air dampers will be closed during unoccupied times.
 5. Air conditioning should be utilized in classrooms during the summer months only when classrooms are scheduled for summer school or other community activities. Air conditioning may be used by exception as needed (e.g. cleaning crew, maintenance, etc.).
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Heating Equipment:

1. Efforts will be made to operate heating systems in occupied zones only, except as noted below.
2. Occupied temperature settings will not be above 68° F.
3. The unoccupied temperature setting will be 55° F (i.e., setback). This may be adjusted to a 60° F setting during extreme weather.
4. The unoccupied time will begin at the end of the regular school day, unless the area is used for community activities.
5. Domestic hot water systems should be set no higher than 120° F, or 140° F for cafeteria service (with dishwasher booster).

<p>Cooling Season Occupied Set Points: 74° F Heating Season Occupied Set Points: 68° F</p>
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LEGAL REF: WI. ST. 1.12, 66.0133, 121.02 (l) (i)
PI 8.01 (2) (i) Wisconsin Administrative Code
COMM 63 and COMM 64 Wisconsin Administrative Code

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