

MILFORD SCHOOL DISTRICT
Milford, Delaware 19963

POLICY

3102

ENERGY CONSERVATION

SUBJECT:

The commitment to and goals of the Milford School District to conserve energy where possible and to take a leadership role in developing a realistic energy ethic and awareness of energy needs and costs in an effort to promote Energy Conservation.

I. PURPOSE:

The purpose of this policy is to provide uniform guidance and administration regarding energy usage and energy conservation actions.

- A. To promote energy conservation while providing a safe, reasonably comfortable education environment to the faculty, staff and students of the Milford School District.
- B. To establish a clear understanding among Milford School District staff regarding energy conservation expectations and individual responsibilities to conserve energy.
- C. To establish and document temperature setting range expectations for various categories of rooms and spaces, as well as to establish seasonal air conditioning to heat and heat to air conditioning conversion date ranges.
- D. To promote improved indoor air quality through efficient and effective building systems management.

II. LIMITATIONS:

This policy does not apply to school bus contractors.

III. SEASONAL TEMPERATURE SETTINGS:

- A. The Director of Operations is charged with the responsibility and authority to direct the seasonal conversion from heating to air conditioning in the spring and from air conditioning to heating in the fall.
1. The springtime conversion from heating to air conditioning will not occur before April 15 and will be accomplished no later than May 15, depending on the specific weather patterns of the year and at the direction of the Director of Operations.
 2. The fall season conversion from air conditioning to heating will not occur before October 1 and will be accomplished no later than November 1, depending on the specific weather patterns of the year and at the direction of the Director of Operations.
 3. The Director of Operations shall notify building administrators and custodial Building Chiefs of the intended date to perform the seasonal HVAC conversion.
- B. Building temperatures shall be governed in accordance with the following chart:

	Average Building Temperature Range			
	Winter		Summer	
Classroom	68 degrees	74 degrees	70 degrees	73 degrees
Offices	68 degrees	74 degrees	70 degrees	73 degrees
Shop areas	65 degrees	70 degrees	72 degrees	77 degrees
Cafeterias	65 degrees	70 degrees	72 degrees	77 degrees
Gymnasiums	65 degrees	70 degrees	72 degrees	77 degrees
Athletic areas	65 degrees	70 degrees	72 degrees	77 degrees
Auditoriums	65 degrees	70 degrees	72 degrees	77 degrees

- C. The summer temperature ranges do not apply to buildings and spaces that are not equipped with air conditioning.

IV. GENERAL ENERGY USAGE PROCEDURES:

- A. Areas that are not occupied (even if left for a short period of time) will have lighting turned off. After the school day, custodians will decrease lighting in the hallways where possible. Custodians will turn on lighting only in areas where they are working or for scheduled facility use.
- B. Lights in all gymnasiums, cafeterias and auditoriums will be off unless the area is being utilized.
- C. All exterior lighting shall be turned off during daylight hours. Exterior lighting shall be operated on a timer with minimal lighting for security purposes only during evening hours when the building does not have evening events scheduled. The Director of Operations and the Building Administration shall collaborate on exterior lighting schedules.
- D. Copy machines, laminating equipment, and other office machines shall be turned off each night if the equipment does not have a sleep or hibernation mode.
- E. All District computer monitors, printer, and other peripheral technology equipment shall be turned off when buildings are not occupied by students. Computers (CPU units) shall remain turned on around the clock, for Technology Department scheduled maintenance and virus software updates.
- F. All District computer equipment and other technologies, to include the computer CPU units shall be turned off when buildings are not occupied by students during the annual winter break and annual spring break school closings as directed by the Director of Operations.
- G. Personal electrical appliances:

1. The building administration of each school building is charged with the responsibility and authority to administer the coordinated use of microwave ovens and compact refrigerators in designated areas. The designated areas shall serve teams or groups of faculty/staff with the guiding principle being to eliminate the use of personal appliances in individual classrooms.
2. Personal appliances to include but not limited to compact refrigerators, microwaves, coffee pots, toaster ovens, space heaters, fans, hotplates and any other such devices, are expressly not permitted in classrooms. Each building administration is authorized to approve the consolidated and coordinated use of compact refrigerators and microwave ovens only for multiple classrooms in designated areas as indicated in IV, H, 1 above.
3. The administration of each school building shall submit annually to the Director of Operations the building-wide plan for the coordinated use of microwaves and compact refrigerators which identifies the designated areas for the appliances and likely users of said appliances. All building-wide plans shall be in compliance with the Fire Marshall Regulations and Delaware Code.
4. Appliances that have been purchased by the school district that are intended to contribute directly to the educational mission such as instructional kitchens and refrigerators in science areas, as well as appliances which serve the students' medical needs, such as refrigerators in the nurse's suite are exempt from this policy. Exemptions may also be made for district purchased fans required in areas as designated by the building principal and approved by the Director of Operations.
5. Compact refrigerators and microwaves that have been approved by the respective building administration must be in good working order, and must be unplugged during the winter, spring, and summer breaks.

6. The Director of Operations in consultation with the school Administration and the district Maintenance Department shall have the authority to require the removal of personal appliances that have not been authorized and that have been determined to be unsafe.
- H. The Chief custodian or designee at each school will be responsible for operating the building in an unoccupied mode at the closing of each school day or scheduled facility use. The Director of Operations has the expressed authority to direct the operation of buildings in occupied modes when students are not present in order to protect the facility against freezing.
 - I. Any area showing signs of mold or any indoor air quality concerns should be reported to the chief custodian. The Chief custodian shall report all areas showing signs of mold to the building administration and the Director of Operations. The Director of Operations has the expressed authority to direct the operation of a building in noncompliance to this policy in order to remediate and address a specific and known indoor air quality concern.
 - J. Individual classroom and office doors shall be closed when heating and air conditioning equipment is in operation.
 - K. In buildings with automatic temperature controls, the temperature will be set at 60 degrees (or appropriate unoccupied set back temperature based on building history) no later than 8PM during the heating season. During emergency situations, when outside air temperature is below 20 degrees and wind speed is over 15 mph, all school buildings shall be set to established occupied settings to prevent damage to the District's buildings.
1. Category II and III events, as defined by Board Policy 3101 shall use the facilities at the unoccupied – set-back temperature.

- L. The Chief Custodian or designee shall be responsible for the building start-up. Each building shall have an established start-up procedure that must be adhered to.
- M. The Chief Custodial or designee shall be responsible for the building shut-down at the end of the custodial shift.
- N. Domestic hot water systems will be set between 120 F or 140 F for cafeteria service (with dishwasher booster). All independent domestic hot water systems shall be shut down during unoccupied times and over summer break, except as needed for summer school operations.
- O. The start time for air conditioning equipment shall be set as late as possible while still allowing time to cool the building to guideline temperature settings. Cooling equipment shall be switched to unoccupied set-back temperatures as soon as possible, with the understanding that classroom temperatures will be maintained long enough to afford comfort for the period the teacher remains in the classroom after the students have left.
- P. The Director of Operations shall direct the utilization of air conditioning during the summer months at each school campus considering indoor air temperatures, outdoor air temperatures, student programming and staff maintenance and cleaning schedules.

VI. DISTRICT VEHICLE USAGE:

- A. District vehicles shall not be left "idling" for extended periods of time.
- B. District related travel shall be consolidated with carpooling employed to the maximum extent possible.
- C. District vehicles shall be properly and adequately maintained in order to assure that they are operating at optimal efficiencies.

VII. VENDING MACHINE PROCEDURES:

- A. All vending machines within the district shall be equipped with VendMiser technology as soon as possible.
- B. The Director of Operations is charged with the responsibility and the authority to purchase and install VendMiser equipment on all vending machines within the district.
- C. Booster organizations, clubs and groups that receive the proceeds from the sales of the vending machines shall bear the cost of the retrofitting the vending machines with the VendMiser technology.
- D. The Director of Operations shall forward the cost to purchase and install the VendMiser equipment on subject vending machines to the Chief Financial Officer.
- E. The Chief Financial Officer shall bill the organizations, clubs and/or groups, for the costs associated with the cost to retrofit the vending machines with the VendMiser equipment. When funds are received the funds shall be deposited to the internal account from which the VendMiser equipment was purchased.
- F. If, after three attempts to collect, the organization, club and/or group fails to reimburse the district for the cost of the VendMiser equipment, the district shall be authorized to order the vending machine unplugged and removed from district property.

VIII. ATHLETICS and ATHLETIC FACILITIES:

- A. The School Administration is charged with the responsibility and the authority to schedule athletic sporting events in such a manner as to conserve energy to the extent possible.

- B. The School Administration shall schedule athletic sporting events in the afternoon when feasible in an effort to make full use of ambient natural light to the extent possible.
- C. During the implementation of section VIII of this policy, the School administration shall take precautions to protect the rights of all athletes and teams regarding schedules and priority.

ADOPTED: 4/26/82

REVISED: 11/28/2005; 4/24/06; 10/25/10