

Energy Management Plan and Guidelines

1. Purpose- The School Board of the Bellefonte Area School District sets these guidelines to ensure that effort is made to conserve energy and natural resources while exercising sound financial management.
2. Authority – The implementation of this policy is the joint responsibility of the administration, teachers, students, support personnel and community members using district buildings. Success is based on cooperation at all levels. The Director of Physical Plant will oversee the program, and the Director of Fiscal Affairs will monitor energy conservation and costs.
3. Guidelines – The district will maintain records of energy consumption and cost of energy and will provide information to the school board and all users of buildings. The building Principal will be accountable for energy management in his/her facilities. All district personnel will be expected to contribute to energy efficiency in the district. Temperatures ranges will be maintained as defined in the guidelines section.

Guidelines

Responsibilities:

- Every person is expected to be an “energy saver” as well as an “energy consumer”.
- The teacher is responsible for implementing the guidelines during the time that he/she is present in the classroom.
- The custodians are responsible for control of common areas, i.e. hallways, cafeteria, gymnasium, etc.
- The Custodians are also responsible to ensure all lights and equipment are shut down when they leave the building as the last one(s) out.
- The Principal is responsible for the total energy usage of his/her building.
- The Director of Physical Plant will provide Principals with performance information in regards to energy usage and any savings.
- The district is committed to preventative maintenance to help enhance energy savings.

General:

- Classroom doors shall remain closed when HVAC is operating. Ensure doors between conditioned space and non-conditioned space remain closed at all times.
- All exhaust fans shall be turned off every day and during unoccupied hours.

- All office machines shall be switched off each evening. Fax machines shall be left on.
- All computers shall be turned off each evening including the monitor, printer and speakers. Software shall be put in place to shut down computers after school hours
- All computers shall be programmed for the 'energy saver' mode after 10 minutes of non-use.
- Where possible and feasible, light switches will be replaced with occupancy sensors and/or Carbon Dioxide sensors (CO₂) will supplement room comfort.

Cooling Season Occupied Set Points: 74° F – 78° F *

Unoccupied Set Points: 85° F

Heating Season Occupied Set Points: 68° F – 72° F *

Unoccupied Set Points: 55° F

* - Set points are in accordance with ASHRAE 55 "Thermal Conditions for Human Occupancy"

AIR CONDITIONING EQUIPMENT

- Occupied temperature settings shall NOT be set below 74° F.
- During unoccupied times, the air conditioning shall be off. The unoccupied period begins when the teachers contracted day ends.
- Air conditioning start times may be adjusted (depending on weather) to ensure classroom comfort when school begins.
- Ensure outside air dampers are closed during unoccupied times.
- Air conditioning is operated for periods of time each day during the summer to ensure each unit is exercised and to control humidity in each building.

HEATING EQUIPMENT

- Occupied temperature settings shall NOT be set above 72° F.
- The unoccupied temperature setting shall be 55° F. This may be adjusted to 60° F setting during extreme cold weather.
- The unoccupied time shall begin when the teachers contracted day ends.
- Building automations will ensure 6° F dead-band between heating and cooling modes.
- Ensure all domestic hot water systems are set no higher than 120° F or 140° F for cafeteria service with dishwasher booster.
- Ensure domestic hot water re-circulating pumps are switched off during unoccupied times.

LIGHTING

- All unnecessary lighting in unoccupied areas will either be turned off manually or shall have equipped occupancy sensors to turn off lighting.
- Teachers shall make certain that all lighting is turned off when leaving the classroom when empty. Utilize natural lighting where appropriate.
- All outside lighting shall be off during daylight hours.
- Gym lights shall not be left on unless the gym is being utilized. Where appropriate and feasible High Sodium and mercury lighting shall be replaced with T-5 fluorescent lighting and occupancy controls in gymnasiums.
- All lights will be turned off when students and teachers leave school. The Custodians will turn on lights only in the areas which they are working.
- Refrain from turning lights on unless definitely needed. Lighting consumes electricity and adds to the heat load on air conditioning.

Disclaimer: The district shall adopt, observe and implement these guidelines as provided. However, these guidelines are not intended to be all inclusive, and they may be modified for local conditions.