

ENERGY USE**BUILDING OPERATING GUIDELINES**

General Responsibilities:

- Faculty is responsible for adhering to the energy usage guidelines while they are present in the classroom/facility and offices.
- Maintenance and custodial staff are responsible for energy usage in common areas such as halls, conference rooms, cafeterias, storage rooms, etc.
- The lead administrator in the building is responsible for monitoring and communicating the total energy usage of their building to the building faculty and staff. The administrator shall also notify the facilities staff of ideas or opportunities to save additional energy or resources.

Scheduling:

- Established heating and cooling set-points shall be provided during normal working hours.
- Group activities particularly after normal school hours, should be scheduled through the District scheduler in appropriate areas based on the group size and space accommodations.
- Buildings that are lightly occupied shall have activities aggregated in close proximity where possible.

Heating and Cooling:

- Staff and students are encouraged to wear appropriate clothing during the heating and cooling season.
- Faculty, staff, and students **should not tamper** with or change temperature settings.
- Ventilation will be controlled based on occupancy.
- Heating season – a temperature of 67-72 degrees will be maintained in all classrooms and offices.
- Cooling season – a temperature of 75-78 degrees will be maintained in all classrooms and offices.
- When a facility is not in use the heating and cooling system will be turned off.
- All doors shall be closed in unoccupied or unconditioned areas.
- Vestibule entrances and doors shall not be blocked open.
- All windows and doors must be kept closed during the heating season or when air conditioning units are in use.

- At the end of occupied use, all windows and window blinds/drapes should be closed.
- Staff will **not obstruct ventilation ducts** or return grilles with books, charts, furniture, plants, or other objects.
- The use of portable heaters within buildings is **prohibited** by the International Fire Code.

Lighting:

- All lighting should be turned off when not in use or when there is adequate daylight present for the task.
- Whenever possible, hallway lighting should be turned on no later than one half hour before classes or building occupancy begins and turned off not later than one half hour after building occupancy ends. In all other cases, pass-through lighting should be used.
- Lighting levels should be adjusted based on room occupancy or room usage. If only a portion of an area is used, only illuminate the area that is occupied. If a room has multiple lighting levels, use only the light that is adequate for the task.
- Outdoor building lights should be off during daylight hours.
- Cleaning staff will turn on lights only while cleaning a specified area.
- All lighting levels should fall within the following IES standards based on the following table:

Task Area	Foot Candle Ranges
Corridors/Stairways/Restrooms	5-10
Storage Rooms	10-30
Conference Rooms	30
General Offices	30
Classrooms – General	30-50
Cafeterias – Dining	10-50
Gymnasiums	35-100
Parking Areas (Uncovered)	1-2

Computers and Plug Loads

- Personal appliances not for educational use are generally prohibited in the classrooms and offices this includes: refrigerators, coffee makers, heaters, microwaves, etc. Exceptions may be made on a case-by-case basis with principal/supervisor approval.
- All task lighting and radios must be turned off when not in use.
- Computer monitors should be turned off at the end of the work day.
- Vending machines for beverages will be de-lamped; they will be unplugged during summer and winter breaks unless used during that period.
- Refrigerators will be emptied and unplugged over the summer and winter breaks unless used during that period.

Kitchens:

- Equipment operating times will be as close as possible to the actual appliance use.
- Ventilation fans, ovens, and kitchen appliances will be shut off when not in use.
- Refrigerator and freezer doors will remain closed when not in use and unplugged during extended break periods when there is no food storage required.