

R 7460 ENERGY CONSERVATION

A. Definitions

1. “Instructional areas” means those areas in school buildings in which instruction and other pupil activities are regularly scheduled and includes, but is not necessarily limited to, classrooms, laboratories, shops, libraries and media centers, cafeterias, and auditoriums.
2. “Degrees” means degrees Fahrenheit.

B. Temperature Control

1. Thermostats in instructional areas in use will be set at sixty eight degrees.
 - a. Where several rooms are controlled by the same thermostat, the degree limit will be applied to the coldest room in the group.
 - b. Automatically controlled thermostats will be set to start two hours before pupils are to enter the room and to turn off at the time pupils are dismissed from the room.
2. Thermostats in instructional areas not in use will be set at sixty two degrees. This includes after-school hours, overnight, weekends, and vacation periods.
3. Thermostats in offices in use will be set at sixty eight degrees during regular work hours and at sixty two degrees at all other times.
4. Thermostats in lavatories and restrooms will be set at sixty eight degrees during regular work hours and at sixty two degrees at all other times.
5. Heating units in hallways should be turned to minimum thermostatic settings or, where there are no controls, turned off.
6. District facilities other than instructional areas, lavatories, restrooms, and offices (such as the bus garage) will be maintained at sixty eight degrees during regular work hours and at sixty two degrees at all other times.

7. The use of fans to improve circulation of air is permitted at any time.
 8. The Director of Facilities in conjunction with the skilled HVAC tradesman shall monitor automatic thermostat controls to ensure their accuracy. Any discrepancy will be promptly reported to the skilled HVAC tradesman for correction.
 9. Air conditioners shall not be used to lower room temperatures below seventy two degrees.
- C. Heating Efficiency
1. Windows and doors will be closed when the heat is on.
 2. Window blinds and shades will be closed completely after dark and overnight.
 3. Window blinds and shades will be opened to allow sunshine to enter the room for warmth.
 4. Furnace filters will be cleaned and changed as required.
 5. Heating radiators and ventilators should not be blocked by furniture, books, papers, plants, and the like.
 6. Exhaust fans should be shut off when the area served by the fan is not occupied.
 7. On very cold days, only one door shall be opened for access by pupils and staff, to avoid a wind tunnel effect.
 8. On pleasant days, the thermostat should be turned down and windows opened to take advantage of natural temperatures.
 9. Deciduous trees may be planted on the south side of the building to provide summer shade without screening the sun in the winter.
- D. Lighting
1. Lower wattage bulbs should be used wherever possible, provided lighting levels in instructional areas meet state standards.

2. Lights should be turned off in unoccupied areas, except for hallways and restrooms, and when natural light is sufficient.
 3. Lighting levels in hallways and other non-instructional areas may be reduced by removal or disconnection of every other fixture provided lighting levels meet state minimum standards.
 4. Lighting fixtures near windows in instructional areas should be made separately operable so that they may be turned off when natural light is sufficient.
 5. Exterior lights should be used only after dark and only as required for safety; exterior lights should never be used for decorative purposes.
- E. Administrative Measures
1. Principals should consider the following scheduling accommodations to conserve energy:
 - a. Delaying until later in the school day the use of hard-to-heat instructional areas, such as oversized rooms and rooms on the north side or in wings of the building;
 - b. Locating after school and evening activities in rooms that have been in full use during the day to capitalize on their warmth;
 - c. Consolidating after school and evening activities in a single heating zone area;
 - d. Directing small-group pupil activities to small rather than large spaces;
 - e. Wherever feasible, conducting athletic practices out-of-doors;
 - f. Conducting cleaning activities during daylight hours;
 - g. Coordinating shop and classroom use for efficient utilization of shop space;
 - h. Scheduling after school activities so as to minimize the demand on school bus transportation; and
 - i. Scheduling summer school activities in areas of the school that are naturally cool.

2. The Director of Facilities and Administrator of Technology shall monitor the use of equipment that draws heavily on electricity and consider:
 - a. The elimination of such equipment that is unnecessary or only minimally useful, and
 - b. The replacement of equipment that is oversized or inefficient.
3. The Director of Facilities shall, in consultation with the head of food services, explore conservation measures that should be instituted in the kitchen and cafeteria areas.
4. The Director of Facilities shall, in accordance with Policy No. 7410, continually monitor the efficiency of the school building in heat retention, with particular attention to:
 - a. Loosely fitted windows and doors;
 - b. Leaks in the water or steam system;
 - c. Cracks and other openings in walls, roofs, and foundations; and
 - d. Lack of cleanliness of the heating system, lamps and reflectors, and chimneys.
5. The Director of Facilities shall ensure an in-service training program for custodian and maintenance staff members, pursuant to Policy No. 4240, to give operational personnel the skills demanded for the proper maintenance of equipment and controls and to train them in the most efficient use of school equipment.