

CONEJO VALLEY UNIFIED SCHOOL DISTRICT
ENERGY CONSERVATION AND
BUILDING MANAGEMENT GUIDELINES

Responsibilities:

- Every person is expected to be an "energy saver" as well as an "energy consumer."
- Teachers are responsible for implementing the guidelines during the time that they are present in their classroom.
- Custodians are responsible for control of common areas, i.e. halls, cafeteria, etc.
- Since the custodian is typically the last person to leave a building in the evening, he/she is responsible for verification of the nighttime shutdown.
- Principals are responsible for the total energy usage of their buildings.
- The Energy Educator/Manager performs routine audits of all facilities and communicates the audit results to the appropriate personnel.
- The Energy Educator/Manager, in cooperation with District Maintenance & Operations staff, is responsible for either directly or indirectly making adjustments to the District's Energy Management System (EMS). This includes temperature settings and run times for heating, ventilation, and air conditioning (HVAC), as well as other controlled equipment.
- The Energy Educator/Manager provides regular reports to principals and District staff indicating performance with regards to energy savings.
- To complement the district's energy management program, the District shall continue its preventive maintenance and monitoring plan for its facilities and systems, including HVAC, building envelope, and moisture management.

General

- Classroom doors should remain closed when HVAC is operating. Ensure that doors between conditioned space and non-conditioned space remain closed as much as possible.
- Proper and thorough utilization of data loggers will be initiated and maintained to monitor relative humidity, temperature, and light levels throughout the district's buildings to ensure compliance with District guidelines.
- All exhaust fans should be turned off every night as well as other unoccupied times.
- All office machines (copy machines, laminating equipment, etc.) should be switched off every night as well as other unoccupied times. Fax machines should remain on.
- All computers should be turned off every night as well as other unoccupied times. This includes the monitor, local printer, and speakers. Network equipment is excluded and should remain on.

- All capable PC's should be programmed for the "energy saver" mode using the power management feature. If network constraints restrict this for the PC, ensure the monitor "sleeps" after 10-minutes of inactivity.

Cooling Season Occupied Set Points ¹ :	74 °F - 78 °F
Unoccupied Set Point:	90°F
Season Occupied Set Points ¹ :	68°F - 70°F
Unoccupied Set Point:	50 °F

1. Set points are in accordance with ASHRAE 55 "Thermal Conditions for Human Occupancy"
Set points are subject to modification depending upon significant or unusual room conditions.

Air Conditioning Equipment

- Occupied temperature settings shall not be set below 74 °F, unless significant or unusual room conditions dictate a lower setting.
- During unoccupied times, the air conditioning equipment shall be turned off. The unoccupied period begins when the students leave the area at the end of the school day. 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.
- Air conditioning should not be utilized in classrooms during the summer months unless the classrooms are being used for summer school. Air conditioning may be used by exception only or in those schools that are involved in team-cleaning.
- In all areas which have evaporative coolers such as shops, kitchens and gymnasiums, the doors leading to halls which have air conditioned classrooms or dining areas should be kept closed as much as possible.
- Where cross-ventilation is available during periods of mild weather, shut down HVAC equipment and adjust the temperature with windows and doors. Cross-ventilation is defined as having windows and/or doors to the outside on each side of a room.

Heating Equipment

- Occupied temperature settings shall not be above 70°F.
- During unoccupied times the heating equipment shall be turned off. The unoccupied period begins when the students leave the area at the end of the school day. 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.
- Ensure all domestic hot water systems are set no higher than 120°F or 140°F for cafeteria service (with dishwasher booster).
- Ensure all domestic hot water re-circulating pumps are switched off during unoccupied times, as possible.

Lighting

- All unnecessary lighting in unoccupied areas will be turned off. Teachers should make certain that lights are turned off when leaving their classrooms. Utilize natural lighting whenever appropriate.
- All outside lighting shall be off during daylight hours. All unnecessary outside lighting shall be off on week nights between 11:30pm and 6:00am and all hours on weekends.
- Gym lights should be turned off when the gym is not being utilized.
- All lights will be turned off when students and teachers leave school. Custodians will turn on lights only in the areas in which they are working.
- Refrain from turning lights on unless definitely needed. Remember that lights not only consume electricity, but also give off heat that places an additional load on the air conditioning equipment and thereby increases the use of electricity necessary to cool the room.

Water

- Ensure all plumbing and/or intrusion (i.e. roof) leaks are reported and repaired immediately.
- Grounds watering should only be done between 4 a.m – 10 a.m. Do not water during the heat of the day, typically this is between 10 a.m. – 8 p.m.
- When spray irrigating, ensure the water does not directly hit buildings.