

LODI UNIFIED SCHOOL DISTRICT

New Construction

Rule 7180

Energy Conservation

Site Guidelines

At the school sites, the principal will assist with the energy management on his/her campus. The principal will be provided information reflecting the energy consumption for his/her school on a quarterly basis to assist in this effort.

Official operating hours will be determined for each type of site, and the HVAC equipment will not be available outside of these hours, except to support the educational program, cleaning/maintenance activities or approved facility uses.

The use of nonessential personal appliances shall be minimized in classrooms whenever possible. These appliances include (but are not limited to): coffee makers, microwaves, mini-fridges. Use of space heaters must receive prior approval from the respective site administration who shall also notify Maintenance & Operations of their use. All personal appliances must have UL approvals and be in good working condition.

Windows or doors will not be left open when heating and/or air conditioning systems are operating.

During break periods, (e.g. winter break, spring break, etc.), space conditioning will only be provided to areas as need to support the educational program, cleaning/maintenance activities or approved facility uses.

Lighting

All outside lights will be turned off during daylight hours.

All exterior lighting will be turned off between the hours of 8:00 pm and dawn the following day or as appropriate based on site cleaning and use schedules.

Where occupancy sensors are not currently installed, all classrooms/offices lights will be turned off when these areas are unoccupied. Additionally, at the end of each working day, all interior lights will be turned off before leaving building areas.

When custodians are working in the building during non-school hours, lights will be turned on only as needed in their specific work area.

All lighting will be turned off during break periods except as needed to support the educational program, cleaning/maintenance activities or approved facility uses.

All light fixtures and lens shall be cleaned during the summer cleaning period.

All burned out lamps and ballasts shall be replaced with the most energy efficient products available.

Heating and Air Conditioning (HVAC) Equipment

In areas without automated control, HVAC systems will be turned off when leaving the classroom or office at the end of each teaching/working day.

Thermostat set points for heating and cooling should be standardized at 68° F during the heating season and 76° F during the cooling season.

Under no circumstances will air conditioning be utilized in the classrooms during the summer months except to support the educational program, cleaning/maintenance activities or approved facility uses.

Maintenance and Operations staff will perform the required annual and preventive maintenance on the HVAC systems to ensure best efficiency such as clean coils, replace filters, etc.

HVAC equipment controlled by automated control systems, programmable thermostats, or mechanical time clocks will be turned on no more than fifteen minutes before the class day begins and shut down at the end of each teaching day. Additional heating/cooling time will only be available after-hours through an override-timer to support the educational program, cleaning/maintenance activities or approved facility uses.

Maintenance and Operations, working with site custodial staff, will ensure doors and windows closed tightly, are in good condition, and have adequate weather-stripping.

Computers and Office Equipment

All office equipment shall be turned off at the end of the day – this includes (but is not limited to): computers, fax machines, laminating equipment, copiers, etc. (The exception is network servers.)

Teachers should turn off all classroom computers (except for any network servers that must be left on) at the end of each teaching day.

All capable computers should be programmed for the “energy saver” mode using the power management feature. If network constraints restrict this function, then at the least monitors shall be placed in “sleep” mode after 20 minutes of inactivity.

Water

All plumbing and/or intrusion (i.e. roof) leaks will be reported and repaired as quickly as staffing limitations allow.

All irrigation watering shall be scheduled in accordance with local agency restrictions. Every effort will be made to only water during the hours of 8:00 PM and 6:00 AM.

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Site and District personnel will work to ensure that water is not wasted at school or administrative locations. Water conservation methods shall be practiced at each District facility.

All domestic hot water systems shall be set no higher than 120°F for non-cafeteria related uses, 140°F for cafeteria service use.

Rule
approved: 05/19/09