

OLDHAM COUNTY BOARD OF EDUCATION POLICY

ENERGY MANAGEMENT AND CONSERVATION

6021

Relates to: 6021AR

The school district shall operate facilities and programs consistent with sound principles for conservation of fuel and energy and for economical use of other natural resources. Cooperation by everyone in following the conservation measures outlined below will be necessary to make the District's conservation program successful.

1. As a general guideline, room thermostats shall be set at 70 degrees Fahrenheit during the heating season and air-conditioned areas shall be set at 72 degrees Fahrenheit during the cooling season
2. Temperatures in special areas, such as gymnasiums, shower rooms, locker rooms, wrestling rooms, and greenhouses, shall be maintained at levels suitable for their use.
3. During the heating season temperatures shall be set back to 55 degrees Fahrenheit when buildings are unoccupied providing that during severe weather the HVAC system is capable of recovering to daytime temperatures. Each facility should be reviewed on a case-by-case basis.
4. Fresh air quantities shall conform to I.B.C. indoor air quality standards. Systems shall comply with the requirements in effect when the HVAC systems were installed.
5. Electric portable space heaters are not to be used, except as directed or authorized by Maintenance staff.
6. Air conditioners shall not be operated during time of "no" or "minimal" occupancy. The exception to the rule would be when it is deemed necessary by Facilities personnel to operate HVAC systems continually during periods of extreme temperatures. Buildings designed for air conditioning with minimal air circulation may operate the air conditioning to maintain no greater than 85 degrees Fahrenheit temperatures during minimal occupancy. Exceptions may also be made to control humidity in specific areas as conditions require.
7. Exterior doors and windows shall be kept closed when heating and/or air conditioning systems are in operation. This is necessary to maintain humidity control provided by the outside air units, where applicable.
8. Both inlet and outlet air grills for heating and cooling systems are to be kept free and clear from any items that might restrict the airflow. This includes floor-mounted classroom HVAC units. At least a two-foot space should be maintained around all floor or wall mounted room units. HVAC closets are not to be used for storage due to impeded air flow.
9. Domestic hot water temperatures shall be no higher than 120 degrees Fahrenheit, except for dishwashers in food service use requiring 180 degrees Fahrenheit rinse water temperature mandated by the Health Department.
10. Lights shall be turned off in classrooms, office areas, storage and mechanical rooms when they are unoccupied. In rooms with automatic light sensors, lights shall be manually turned off when occupants leave the room. Cleaning crews should use minimum lighting for the task and only in their immediate work areas.
11. Lighting levels shall not be higher than needed to provide adequate lighting for the specific purpose intended and as recommended by the Illuminating Engineering Society (IES) and the Kentucky Department of Education. Window blinds shall be open for natural day lighting whenever possible.
12. Decorative string lighting and incandescent lighting are not allowed except in theatrical or specialized cases. Portable lighting or floor lamps that are deemed necessary for educational purposes shall be equipped with energy efficient florescent or LED lamps and shall not be used simultaneously with overhead lighting.
13. All electrical equipment such as computers, copy machines, coffeepots, laser printers, scanners, monitors, televisions, and VCRs shall be turned off at the end of the workday. Chargers and other devices shall be unplugged from the electrical socket when not in use. Exceptions will be made for control equipment and equipment required for remote VPN connections.
14. When not in use, computer monitors and computers are to be turned off.
15. All refrigerators, freezers and microwave ovens are to be cleaned out, propped open and unplugged during the summer break.

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16. No personal electric vehicles may be charged from electrical outlets located on district property.
17. Pumps, fans, and other motors shall be turned off when they are not required to be in operation.
18. Outside and decorative lighting shall be evaluated carefully and used to a minimum consistent with security and esthetics. All outside lighting shall be equipped with photo-electric cells and time switches to prevent operation at other than appropriate hours. Building Plant Operators under the direction of Maintenance personnel are to be held responsible for the proper operation of these timers.
19. District sites will extinguish all external and unnecessary internal lighting when the last person leaves. District sites will remain blacked out until the approximate scheduled arrival of the first person.
20. Vehicles shall be operated at posted speed limits. Vehicle engines shall not be left running when the driver is out of the vehicle.
21. The energy efficiency of equipment and systems shall be given major consideration when preparing specifications and making purchases. HVAC, lighting and control systems shall be operated and maintained to insure continued efficiency.
22. New and replacement equipment shall not use CFC-based refrigerants. The use of HCFC-based refrigerants should not be utilized in general, but may be considered on a case-by-case basis by the Facilities Department.
23. Heat generating equipment such as aquariums, refrigerators, lamps, etc. shall not be placed within five feet of a thermostat or temperature sensor.