

## 7460 ENERGY CONSERVATION

The Board of Education is committed to the conservation of natural as well as fiscal resources and directs the Superintendent/designee implement regulations for the conservation of energy in the management of school buildings.

The Board further directs all employees of this district to cooperate in the program of energy conservation.

The following regulations were developed by The Somerset Hills School District Energy Steering Committee as part of the Schools for Energy Efficiency<sup>®</sup> (SEE) Program

### Energy Mission Statement

The Somerset Hills School District is committed to an energy-conscious environment through energy efficient building operation and behavioral strategies. A comfortable learning environment will be maintained and health, safety and security will not be compromised.

We believe that public education should provide leadership in developing an energy-efficient culture and support awareness about positive environmental impact and utility cost avoidance opportunities.

Staff and students should learn and practice ways to reduce energy consumption on a daily basis by instilling lifelong habits for energy conservation; therefore, everyone is required to abide by the following energy standards.

### OPERATIONAL STANDARDS

#### A. Lighting

1. Lighting will be turned off in any area that is unoccupied, except for corridors, stairwells and exits as required by code, or where necessary to maintain an appropriate level of safety.
2. Use of natural light is encouraged. Depending on the season, time of day and orientation of the room, sunlight may be substituted for part or all of lighting needs. If possible, arrange rooms to take advantage of natural light.
3. Partial lighting is encouraged when only a portion of a



# POLICY

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- room is being utilized.
4. Task lights should remain off when task area is not in use.
  5. Gym lights will be turned off if the area will be unoccupied for a period in excess of 30 minutes for gymnasiums with high intensity discharge (HID) lights and five minutes for incandescent or fluorescent lights. When physical education classes are held outside, gym lighting will be limited to minimal walk-through lighting.
  6. Night custodians should turn lights on only in the area in which they are currently working.

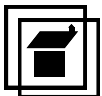
### B. Temperature control

1. On regular school days, temperatures will be maintained for the entire building dependent on the daily occupant schedule.  
Temperature guidelines are as follows:

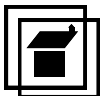
<u>Areas</u>	<u>Heating Season</u>	
	<u>Occupied</u>	<u>Unoccupied</u>
Classrooms	68-70	50
Gymnasiums/locker rooms	68-70	50
Offices	68-70	50
Shop rooms	65-70	50
Halls	65-70	50
Kitchens and cafeterias	65-70	50

<u>Areas</u>	<u>Cooling Season</u>	
	<u>Occupied</u>	<u>Unoccupied</u>
Classrooms	75	85
Gymnasiums/locker rooms	75	85
Offices	75	85
Shop rooms	75	85
Halls	75	85
Kitchens and cafeterias	75	85

2. Network and server equipment rooms should be kept at a maximum temperature of 72 F 24 hours a day, 365 days a year.
3. Doors should be closed in unoccupied areas.



4. Doors should be closed in classrooms to maintain room temperatures.
  5. Staff and students shall be reminded to dress appropriately for the season.
  6. Main boilers will remain off after the heating season.
  7. Windows should be kept closed during the heating season and when air conditioning units are in operation. Notify custodial staff if a classroom temperature needs adjustment.
  8. After school hours, all classroom and office windows will be closed, and blinds and shades will be drawn.
  9. Exterior doors and inner vestibule doors shall not be blocked open unless there is a delivery in process.
- C. Computers and other electrical equipment
1. Computer monitors should be shut off when not in use.
  2. Electronics should be shut off when not in use and at night.
  3. Electronics which draw electricity when not in use (for example, have an on/off indicator light) should be unplugged when not in use.
  4. Power management features will be activated on all office equipment (printers, copiers, for example) for those with the capability.
  5. Office equipment will be shut down nightly.
  6. Electronics and office equipment, with the exception of computers, should be unplugged during breaks and summer vacation.
  7. All personal appliances such as, but not limited to, beverage makers, warmers, microwaves, refrigerators and space heaters are restricted from school district facilities, unless authorized by district administrators or building principals. Approved personal appliances will be unplugged when not in use. Approved personal refrigerators will be emptied and unplugged during breaks and summer vacation.



8. Cell phone charging is discouraged. If a cell phone charger is used, it must be unplugged immediately after charge is complete.
9. Refrigerators in the staff lounge and science areas will be emptied and unplugged during the summer, unless in use for summer programs.

#### D. Ventilation

All vents will be unobstructed to maintain proper airflow and function of the equipment.

#### E. Building scheduling

1. Early morning events, evening events or other scheduled activities will be concentrated to the minimal number of rooms or wings within a building.
2. Large areas such as auditoriums and gymnasiums should not be used for small groups unless necessary. Use of these areas will be coordinated with the maintenance staff to reduce energy use during unoccupied times.

#### F. Kitchens

1. Appliance and equipment “on” times will be as close as possible to the actual use.
2. Ventilation fans should be used in conjunction with equipment use.
3. Refrigerator and freezer doors should remain closed as often as possible.
4. Unused kitchen equipment will be unplugged during the summer.
5. Freezers will be consolidated during the summer. Refrigerators and freezers not in use will be turned off for the summer months where possible.
6. Vending machines (soda, juice, water) not in use will be unplugged during breaks and summer vacation. Vending machines will be de-lamped.

#### G. Water heating

1. Thermostats for hot water heaters that service sinks will be set at 105 F.



2. Thermostats for hot water heaters that service dishwashing equipment will be set at 185 F.

## H. Water conservation

1. Report water leaks to administration and custodial staff. Water leaks will be fixed as soon as possible.
2. Efficient water practices will be considered during ground irrigation.

## I. Future construction

Energy efficiency will be a consideration for all future remodeling and new construction projects.

## J. Purchasing

ENERGY STAR products will be considered when purchasing any new equipment or appliances.

## K. Exemption procedures

Any exceptions to this policy must be reviewed by the energy steering committee and approved by the Superintendent/designee.

Adopted: 1 October 2008

Revised: 30 June 2010

