

MIDDLE BUCKS INSTITUTE OF TECHNOLOGY

SECTION: OPERATIONS

TITLE: ENERGY CONSERVATION

ADOPTED: November 10, 2008

REVISED: May 13, 2013

<ol style="list-style-type: none"> 1. Purpose 2. Authority 3. Delegation of Responsibility 4. Guidelines 	<p style="text-align: center;">817. ENERGY CONSERVATION</p> <p>The Executive Council recognizes the need to conserve energy and related energy natural resources as part of its fiscal responsibility and in consideration of continuing energy cost therefore the Executive Council endorses a program of energy management designed to minimize energy consumption in the school while continuously researching new technologies to reduce energy costs.</p> <p>The implementation of this policy is the joint responsibility of the Director, administrators, professionals, support personnel and students. Its success depends upon cooperation between and among these stakeholders.</p> <p>Every employee and student's cooperation is essential. Each will be expected to contribute to our school's efficient energy consumption. Energy awareness and conservation will be included in the curriculum and staff development so that everyone will become an informed energy consumer.</p> <p>The Director is authorized to issue specific energy conservation guidelines for use by employees and students in managing school facilities by eliminating energy waste in our buildings while ensuring a comfortable and safe learning environment for all students and staff and educating every employee and student to contribute to energy efficiency in our school. Every person will be expected to be an "energy saver" as well as an "energy consumer".</p> <p><u>Procedures For General Energy Usage</u></p> <ol style="list-style-type: none"> 1. In order to maintain an environment that is conducive to the educational process, the classroom temperature should be in the following range: <ol style="list-style-type: none"> a. Between 72 and 75 degrees during the cooling season (for air conditioning). b. Between 68 and 72 degrees during the heating season (in heated areas). Note: If temperatures are outside these ranges, report it to the Facility Supervisor via the Help Desk system.
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2. Areas that are not occupied (even if left for a short period of time) will have lighting turned off. After the school day, custodians will use half lighting in the hallways where possible. Custodians will turn on lighting only in areas where they are working or for scheduled facility use.
3. All outside lights should be turned off during daylight hours.
4. The exhaust fans in the rest rooms will be turned off during periods of time when buildings are unoccupied.
5. The office staff will turn off, laminating equipment, and other office machines each night.
6. Staff will ensure that all classroom PC monitors, and speakers are turned off during the period of time the buildings are not occupied. Computer hard drive (CPU) units will be left on around the clock to give the Technology Department time to install software upgrades, virus protection upgrades, and conduct preventative maintenance to the hard drive (defragmentation). These units should be programmed for the energy saver mode using the power management feature.
7. Personal electrical appliances: Refrigerators (compact) are permitted in the classroom with the stipulation that during the winter and summer breaks the units are unplugged. Toaster ovens, microwaves, coffee makers and hot plates are not permitted in work spaces, offices or the classrooms. Electric heaters will be provided by the facility department on a request basis, via the Help Desk system. This will enable the facility department to maintain records on the heaters and where they are assigned throughout the building.
8. The Facility Supervisor will be responsible for operating the building in an unoccupied mode at the closing of each school day or scheduled facility use.

Procedures For Operating Heating Equipment

1. Individual classroom and office doors will be closed when the heating equipment is in operation.
2. Automatic temperature controls will set the start time for the heating equipment as late as possible while allowing time to heat the building to guideline temperature by the beginning of class.
3. The temperature will be set at 55 degrees (or appropriate set back temperature based on building history) at the close of the school day or scheduled facility use.

4. Domestic hot water systems will be set between 120° F to 140° F for cafeteria service. Ensure all domestic hot water circulating pumps are off during unoccupied times.

Procedures For Operating Air Conditioning Equipment

1. When the temperature is such that cooling is needed at the beginning of the school day, the start time for air conditioning equipment will be set as late as possible while still allowing time to cool the building to guideline temperature settings.
2. Thermostat controls will be set between 72 and 75 degrees when air conditioning is in operation.
3. Refrain from turning excess lights on unless needed. Remember that lights not only consume electricity, but also give off heat. This places an additional load on the air conditioning equipment and thereby increases the use of electricity necessary to cool the room.
4. The air conditioning equipment will be turned off (or set back based on individual building history) at the approximate time the students leave school. 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.
5. Under no circumstances will air conditioning be utilized in classrooms during the summer months unless the classrooms are occupied by students.
6. Close individual classroom and office doors when the air conditioning equipment is in operation.
7. Ensure that air conditioning systems operated from automatic temperature controls have outside air dampers closed during unoccupied times.

Procedures For Water Conservation

1. Ensure that all plumbing (leaks, faucets, flush valves etc.) and/or areas where water is entering the building (i.e. roof leaks, basement water intrusions) or humidity sources (condensation on pipes, sweating walls) are reported and repaired immediately.
2. All watering should be done between 5:00 a.m. and 10:00 a.m., subject to prevailing weather.