

<b>TOPEKA PUBLIC SCHOOLS</b>	<b>REGULATION NUMBER: 2910-1</b>
<b>SUBJECT:</b>  <b>ENERGY EDUCATION MANAGEMENT</b>	<b>DATE OF ISSUE: 04/20/95</b> <hr/> <b>REVISIONS: 08/01/96; 05/03/02</b> <hr/> <b>PREPARING OFFICE:</b> <b>ASSOCIATE SUPERINTENDENT</b>

**I. PURPOSE:**

To conserve energy and natural resources while maintaining fiscal responsibility.

**II. PERSONNEL AFFECTED**

All school district employees.

**III. RESPONSIBILITY:**

The school district's energy education coordinator shall be responsible for implementing Board Policy No. 2910 and this regulation. The coordinator shall have authority to recommend and direct energy-saving actions and procedures, which shall be followed by all school district employees. Any employee aggrieved by directions of the coordinator may request review by the associate superintendent, whose determination shall be final.

It is essential that energy guidelines be observed in the operation of the cooling and heating equipment. The teacher will be responsible for implementing guidelines during the time that s/he is present in the classroom. The principal will be held responsible for the total energy usage of his/her building and will provide information reflecting the monthly energy consumption for the building. A review of energy management efforts should be a part of all staff evaluations.

**IV. PROCEDURE:**

A. To maintain an environment that is conducive to the educational process, the classroom temperature should be between 75 and 78 degrees during the cooling season and between 68 and 72 degrees during the heating season.

B. Specific areas of emphasis include:

1. Every student and employee will be expected to contribute to energy efficiency in the district. Every person will be expected to be an energy saver as well as an energy consumer.
2. All unnecessary lighting in unoccupied areas will be turned off, and all lighting will be turned off when students and teachers leave school.

**ENERGY EDUCATION MANAGEMENT (Continued)**

**Building operators will turn on lights only in the areas in which they are working.**

- 3. During the summer, air conditioning will be used only in schools having summer school and in office areas. Air conditioning may be used in those schools that are involved in a team-cleaning concept.**
- 4. The head building operator at each school will be responsible for a complete and total shutdown of the facility when closed each evening and all holidays and vacation periods that school is not in session.**

**C. The following energy conservation procedures are to be observed in buildings possessing air-conditioning equipment:**

- 1. Buildings with windows, ceiling fans, and individual classroom controls should:**
  - a. There will be times when the outdoor temperature is such that the energy management system will not allow the cooling or the heating equipment to operate. It will be the teacher's responsibility to close all windows and doors when the heating or air-conditioning system is operating.**
  - b. When the temperature is such that cooling is needed at the beginning of the school day, the start time for the air-conditioning equipment at each campus should be set as late as possible while still allowing time to cool the building to the guideline temperature by the beginning of classes.**
  - c. The thermostat controls should be set at 75-78 degrees when air conditioning is in operation. Ceiling fans should be operated in all areas that have them for an even more comfortable level.**
  - d. Close individual classroom and office doors when the air-conditioning equipment is in operation.**
  - e. Refrain from turning lights on unless definitely needed, since they not only consume electricity but also give off heat, which places an additional load on the air-conditioning equipment and increases the use of electricity to cool the room.**
  - f. The air-conditioning equipment should be turned off 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 gone.**

**ENERGY EDUCATION MANAGEMENT (Continued)**

- g. Under no circumstances will air conditioning be utilized in classrooms during the summer months unless the classrooms are being used for summer school or year-round school. Building operators will be expected to open doors and windows to provide necessary ventilation. Air conditioning may be used in those schools that are involved in a team-cleaning concept.**
- h. In all areas that 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.**

**D. Procedure for Operating Heating Equipment**

The following energy conservation guidelines are to be observed when operating heating equipment in school buildings:

- 1. The thermostat controls shall be set no higher than 72 degrees.**
- 2. Individual classroom and office doors will be closed when the heating equipment is in operation.**
- 3. In those buildings with central controls, the start time for the heating equipment should be set as late as possible while still allowing time to heat the building to guideline temperature by the beginning of classes.**
- 4. The principal will be responsible to ensure that the custodial staff performs an end-of-day shutdown checklist on Monday through Thursday and a weekend shutdown checklist on Friday to make certain the building is closed or shut down in an energy-conservative manner.**

**E. Procedure for Operating Lighting and Miscellaneous Equipment**

- 1. Lights in classrooms should not be turned on unless definitely needed. Teachers should make certain that lights are turned off when leaving the classroom.**
- 2. Gymnasium lights should not be left on unless the gymnasium is being utilized. The only exception is a gymnasium using mercury-type lights that take several minutes to come on fully. However, the lights of these gymnasiums should be turned off, if not in use for at least a two-hour period.**
- 3. All outside lights should be turned off during daylight hours.**

**ENERGY EDUCATION MANAGEMENT (Continued)**

4. **If building operators are in the building during nonschool hours, only the lights in the specific areas in which they are working should be turned on.**
5. **The restroom exhaust fans shall be turned off at the end of the day.**
6. **Office staff should turn off all copy machines, laminating equipment, computers (except for any network servers that must be left on), and other office machines each night.**
7. **All classroom computers (except for any network servers that must be left on) should be turned off at the end of class each day.**

**F. Conservation Initiatives**

1. **With the approval of the associate superintendent, the energy education coordinator may devise and offer fiscal or other incentives in order to encourage and reward energy conservation suggestions or efforts.**
2. **Conservation incentives may be directed at and offered to individual employees, employee groups, or to entire buildings.**