

PENN MANOR SCHOOL DISTRICT

SECTION: PROPERTY

TITLE: ENERGY MANAGEMENT

ADOPTED: February 7, 2011

REVISED:

	<p style="text-align: center;">719. ENERGY MANAGEMENT</p> <p>1. Purpose The Board of the Penn Manor School District establishes these guidelines to ensure that every effort is made to conserve energy and natural resources while exercising sound financial and facilities management practices.</p> <p>2. Authority The implementation of this policy is the joint responsibility of the administration, teachers, students, support personnel and community members using district buildings. The success of the district’s energy management program depends on cooperation from all individuals. The Board will assign the Director of Buildings and Grounds to assist in the implementation of this policy. An energy team will be established to oversee and monitor the program.</p> <p>3. Delegation of Responsibility The Director of Buildings and Grounds will maintain accurate records of energy consumption and cost of energy and will provide information to the Board, administrators, staff and when appropriate the local media on the goals and progress of the energy conservation program.</p> <p>Building principals will be accountable for energy management in their building with routine energy audits being conducted to ensure energy management guidelines are being followed. It is the responsibility of the Director of Buildings and Grounds to ensure that an efficient energy operation is maintained on a daily basis through the proper use of the various energy management systems at each building.</p> <p>4. Guidelines To ensure the overall success of the energy management program, the following specific areas of emphasis will be adopted:</p> <ul style="list-style-type: none"> a. Staff and students are expected to actively participate in energy conservation activities. b. Staff is responsible for implementing the guidelines during the time that they are in the classroom/assigned work area. c. Custodians are responsible for implementing the guidelines in common areas, i.e., hall, cafeteria, restroom, meeting rooms, gyms, locker rooms, etc.
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- d. Since the custodians are typically the last to leave a building in the evening, they are responsible for verification of the night time shutdown. Any issues should be immediately reported to the Director of Buildings and Grounds.
- e. The principal is responsible for the total energy usage of his/her building.
- f. The Director of Buildings and Grounds shall perform routine energy audits of all facilities and communicate the audit results to the appropriate personnel.
- g. While implementing energy management is critical, the district is committed to and responsible for the maintenance of a safe and healthy learning/working environment and will do so following the guidelines of the U.S. Environmental Protection Agency's Tools For Schools Indoor Air Quality program, OSHA, ASHREA and other applicable codes, guidelines and regulations.
- h. "School Operations and Maintenance: Best Practices for Controlling Energy Costs – A Guidebook for K-12 School Business Officers and Facilities Managers" and the U.S. Environmental Protection Agency's Energy Star Program shall be the basis of the district's energy management program.
- i. The district shall actively participate in the U.S. Environmental Protection Agency's Energy Star Program and achieving an Energy Star rating of seventy-five (75) or greater shall be a goal at each building, where reasonably possible. All new construction and equipment purchases shall comply with the Energy Star guidelines.
- j. To complement the district's energy management program, the district shall develop and implement a preventive maintenance and monitoring plan for its facilities and systems, including electrical, HVAC, building envelope and moisture control.

Regulations

In order to carry out this Energy Management Policy, the Superintendent or his/her designee shall develop Energy Conservation Regulations which will provide specific details and protocols for the implementation of the policy. The Regulations shall be distributed throughout the schools to help ensure the overall success of this policy. The Regulations shall be implemented immediately and reviewed by the Director of Building and Grounds on an annual basis.

References:

School Code – 24 P.S. Sec. 510

Board Policy – 704