

# PENN MANOR SCHOOL DISTRICT

ADMINISTRATIVE REGULATION

APPROVED: February 7, 2011

REVISED: March 8, 2013

## 719-AR-0. ENERGY CONSERVATION AND BUILDING MANAGEMENT

### General

1. Classroom doors shall remain closed when the heating and cooling systems are operational. Doors between conditioned space and non-conditioned space or the outdoors must remain closed at all times (i.e. between hallways and gym areas).
2. Data loggers and other monitoring equipment will be used to monitor humidity, temperature, light levels, CO<sub>2</sub> and other indoor air quality conditions throughout the district's buildings to ensure compliance with energy guidelines.
3. Exhaust fans shall be turned off during unoccupied hours except where necessary to control temperature, humidity, smells, or fumes in areas such as unconditioned gyms, locker rooms, kiln rooms.
4. Office equipment (copiers, typewriters, radios, digital equipment, laminators, etc.) shall be switched off each night and during unoccupied times. Fax machines may remain on.
5. All computers shall be turned off each night. This includes the monitor, local printer, LCD projectors and speakers. Network equipment is excluded.
6. All PC's, copiers and other large equipment should be programmed for the energy saver mode using the power management feature. If network constraints restrict this for the PC, ensure the monitor sleeps after ten (10) minutes of inactivity.

### Air Conditioning Equipment

1. Occupied temperature settings shall not be set below 75° F.
2. During unoccupied times, the air conditioning equipment shall be off, except as may be necessary to adequately prepare a room for later use. The unoccupied period begins when the students leave the area at the end of the school day. 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.
3. Air conditioning start times may be adjusted, depending on weather, to ensure classroom comfort when school begins.

4. Ensure outside air dampers are closed during unoccupied times.
5. Ceiling fans should be operated as appropriate in all areas that have them.
6. For any 24-hour period of time, relative humidity levels shall not average greater than sixty percent (60%) where controls are available.
7. Air conditioning should not be utilized in classrooms, empty offices, gyms, cafeterias, etc. during the summer months unless they are being used for summer programs. However, air conditioning can be employed as needed to help prevent indoor air quality problems and damage to the building such as preventing mold growth/excessive humidity.

### Heating Equipment

1. Occupied temperature settings shall not be above 72° F.
2. The unoccupied temperature setting shall be 55° F (i.e. setback). This may be adjusted to a 60° F setting during extreme weather.
3. The unoccupied time shall begin when the students leave an area.
4. During the spring and fall when there is no threat of freezing, all forced air heating systems should be switched off during unoccupied times. Hot water heating systems should be switched off using the appropriate loop pumps.
5. Ensure all domestic hot water systems are set no higher than 120° F or 140° F for cafeteria service (with dishwasher booster).
6. Ensure all domestic hot water recirculating pumps are switched off during unoccupied times.
7. The use of portable electric heaters is a serious fire hazard, and thus they are prohibited from use in any district's building.

### Lighting

1. All unnecessary lighting in unoccupied areas will be turned off. Teachers shall make certain that lights are turned off when leaving the classroom empty.
2. Natural lighting shall be used where appropriate. Shades shall be used to filter excessive sunlight/prevent excessive heating during the cooling season.
3. All outside lighting shall be turned off during daylight hours.
4. Gym lights shall not be on unless the gym is being utilized.
5. All lights will be turned off when students and teachers leave school. Custodians will turn on lights only in the areas in which they are working.

6. Refrain from turning lights on unless definitely needed. Remember lights not only consume electricity, but they also give off heat that places an additional load on the air conditioning equipment and thus increases the amount of electricity required to cool the room.

#### Water

1. Ensure all plumbing leaks are reported and repaired immediately.
2. Turf watering will be done between 5:00 a.m. and 10:00 a.m. or after 10:00 p.m.

#### Space Temperature

Space temperature will be maintained within the following ranges. The inability of mechanical systems to meet this requirement will be addressed by a high priority work order.

1. Heating season—occupied:

- |                    |              |
|--------------------|--------------|
| a. Classrooms      | 68° -- 72° F |
| b. Offices         | 68° -- 72° F |
| c. Shower Rooms    | 72° -- 76° F |
| d. Hall and Stairs | 63° -- 67° F |
| e. Auditoriums     | 68° -- 72° F |
| f. Gymnasiums      | 64° -- 68° F |

2. Heating season—unoccupied:

- |               |             |
|---------------|-------------|
| a. All Spaces | 55° – 60° F |
|---------------|-------------|

3. Occupied air conditioned spaces during the cooling season:

- |               |             |
|---------------|-------------|
| a. All Spaces | 75° – 78° F |
|---------------|-------------|

4. Unoccupied air conditioned spaces during the cooling season:

- a. Where possible, all mechanical cooling equipment shall be turned off or to an unoccupied mode as soon as the space it serves is unoccupied.

### Personal Appliance Costs

The following costs will be charged to personnel bringing into the classroom/building the following items:

Refrigerators:	\$100.00 per school year
Microwaves:	\$50.00 per school year
Portable Fans:	\$20.00 per school year
Coffee Pots:	\$20.00 per school year

The following are not allowed in the classroom/building due to safety concerns:

Toaster Ovens, Electric Fry Pans and other Cooking Equipment, Candles, Candle Warmers and Scent Burners, Electric Heaters, Foot Warmers and Foot Massage Devices.

Procedure for bringing in personal appliances:

1. All appliances must be pre-approved and paid before use. A device sticker will be provided for each device.
2. Any appliance found in a classroom/building that has not been pre-approved and paid for will be removed.
3. No money will be refunded if an appliance is removed by the district or the individual.
4. No modifications to the classroom/building will be made to accommodate personal appliances.
5. No extension cords may be run for personal appliances.
6. If the use of a personal electrical device causes interference with the electrical or data systems in the buildings, the district reserves the right to remove the appliance.  
\* In this case, monies will be returned to the owner of the appliance.

The Board of the Penn Manor School District directs the Superintendent and/or his/her agents to develop and implement short and long range strategies in the areas of energy conservation, facilities management and preventive maintenance.