

Rule – Policy No. 733
ENERGY MANAGEMENT GUIDELINES

(A) 7-11-11

(R) 3-11-13

(R) 2-8-16

Instituted as part of the District's plan to save energy, these procedures are designed to save scarce resources without infringement of the educational mission of the District. The building Principal and their supervisors will share the accountability in ensuring that these procedures are followed. All operations of District facilities shall be governed by the following and participation is mandatory for all staff and students of the School District of Lodi.

- A. Lighting
 - a. All lights will be turned off in any area which will be unoccupied for a period of fifteen (15) minutes except in corridors, stairwells and at exits as required by code.
 - b. During design and re-lamping projects, consideration should be given to provide lighting within the following range:
 - i. Classrooms and offices – 40-50 foot candles (fc) but not less than 30 fc.
 - ii. Corridors – 20 fc but not less than 10 fc
 - iii. Storage – Not less than 10 fc
 - iv. Gyms – 75 fc for competition events and 30 fc for classes.
 - v. Shop classes, Classroom- where tools or equipment is utilized, will follow ASHRAE recommendations where safety concerns exist.

- B. Temperature Control
 - a. For the heating season, which generally runs from October 15 to May 15, temperatures in the classrooms and offices will be maintained at 68 degree set point in occupied mode and 55 degree when required in unoccupied mode.
 - b. In those facilities that are air conditioned, a 78 degree occupied set point with an 82 degree unoccupied set point will be maintained during the cooling season, which generally runs from May 15th to October 15th.
 - c. The cooling systems in auditoriums shall maintain a 74 degree occupied set point.
 - d. Locker rooms shall maintain a 72 degree occupied set point during the heating season.
 - e. Non-classroom warehouse and garage facilities, when unoccupied by personnel, will be maintained at 55 degrees during the heating season.
 - f. Special consideration will be given to certain preschool and special education classrooms where possible.
 - g. Personnel will not obstruct ventilation ducts or return grilles with books, charts, furniture or plans.

- h. All windows and doors must be kept closed during the heating season or when air conditioning units are in operation.
- i. Entrances and exits to all buildings shall be limited in their use when possible to minimize heat loss.
- j. Effort will be made by building custodian(s) and the School District of Lodi maintenance staff to keep all weather stripping, jamb seals and door sweeps in good working order.
- k. Broken windows, doors, non-functioning door closers, missing or damaged weather stripping, etc. shall be reported to the building custodian in a timely manner.
- l. Unauthorized personnel or students found tampering (e.g. placing ice or wet towels on thermostats) with temperature regulating devices, such as thermostats, or valves, will be subject to disciplinary action.
- m. Portable space heaters or air conditioners of any kind are banned from use within District facilities, except where provided by Facilities Services.

C. Scheduling

- a. Small group activities will not be scheduled in large areas such as auditoriums and gymnasiums. Use of such areas will be coordinated with the custodial staff to enable reduced lighting and heating during periods of non-use.
- b. At the end of school or office day, all windows shall be closed, the blinds or shades drawn to approximately $\frac{3}{4}$ the distance from the top of the window to windowsill, and the lights turned off. Cleaning staff will turn lights on only for the period when a specific area is being cleaned. On windows with a western exposure, the blinds should be adjusted to allow the sun to warm the building during the heating season or to block out the sun during cooling season where appropriate.

D. Other

- a. The domestic hot water temperature set point will be 120 degrees. Food service operations requiring higher temperature levels by code shall use booster units or dedicated water heaters when possible.
- b. Pool shall be kept at a temperature of no less than 78 degrees, but no warmer than 82 degrees, consistent with the recommendation of the National Federation of State High School Association for school pools.
- c. Office Equipment – Shut off copiers, laminators, etc. at the end of each day. Computers should utilize energy savings options within the operating system.
- d. The use of personal appliances such as electric coffee makers, microwaves, refrigerators, toaster ovens, pizza makers, and/or other cooking or refrigeration appliances will not be allowed without prior approval of the Superintendent. The use of small fans, radios and desk lamps are allowed, but should be turned off when not in use.
- e. Requests for exemptions and hot and cold complaints must be addressed in writing to the Facilities Supervisor, at which time he/she will

investigate the complaint or request for exemption. If the issue cannot be resolved while adhering to the energy procedures, the Director of Facilities shall make the determination as to what action, if any, will be taken. The Department of Facilities Services reserves the right to adjust set points up or down in a given area to provide the best overall performance of the HVAC system.

- f. Vending Machines – Only energy efficient vending machines will be allowed within the District. -Additional vending machines will only be added after being reviewed by the Facility Committee