

**TOLLAND PUBLIC SCHOOLS**  
**Tolland, Connecticut**

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ADMINISTRATIVE REGULATION

REGARDING: Energy Conservation  
Guidelines

Number: 2040  
Administrative

Approved: 11/13/02

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These guidelines supersede all previous instructions. It is essential that energy guidelines be observed in the operation of the cooling and heating equipment. The teachers will be responsible for implementing the guidelines during the time that they are present in the classroom. Other staff will be responsible for the areas that they occupy. The principals will be held responsible for the total energy usage of their building. The principals will be provided information reflecting the energy consumption for their buildings on a monthly basis.

**TO MAINTAIN AN ENVIRONMENT THAT IS CONDUCIVE TO THE EDUCATIONAL PROCESS, THE OCCUPIED CLASSROOM TEMPERATURE SHOULD BE BETWEEN 75 AND 78 DEGREES DURING THE COOLING SEASON AND BETWEEN 68 AND 72 DEGREES DURING THE HEATING SEASON.**

Specific areas of emphasis include:

1. All students and staff are expected to contribute to energy efficiency in our district. Every person is expected to be an "energy saver" as well as an "energy consumer".
2. Effective immediately, all unnecessary lighting in unoccupied areas will be turned off. 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.
3. During the summertime, air conditioning will be used only in schools and rooms having summer school and in office areas.
4. The head custodian at each school will be responsible for a complete and total shutdown of the facility when closed each evening.
5. The head custodian at each school will be responsible for implementing the appropriate shutdown guidelines for the facility during holidays and vacations.

6. All students and staff are expected to bring to the attention of the principal and/or designee, or energy manager any and all energy wasteful situations.

## **PROCEDURES FOR OPERATING AIR CONDITIONING EQUIPMENT**

The following energy conservation procedures are to be observed in those rooms and buildings possessing air conditioning equipment:

1. Buildings and rooms with windows, ceiling fans and individual room controls should:
  - a. Refrain from turning the air conditioning equipment on until the outside temperature exceeds 78 degrees. Initial temperature control should be achieved by the use of ceiling fans and window adjustments. During air conditioning season, the custodian should raise the classroom windows upon arrival each morning (if applicable) if the outside temperature is below 78 degrees. The principal will be responsible for devising a system of notifying the teachers when the air conditioning is to be turned on.
  - b. Set the thermostat controls at 75 to 78 degrees when air conditioning is in operation. It is anticipated that by maintaining the 75 to 78 degree thermostat setting, the room climate can be reduced to an even more comfortable level by the use of ceiling fans. Ceiling fans should be operated in all areas which have them.
  - c. When the temperature is such that cooling is needed at the beginning of the school day, the start time for air conditioning equipment at each building should be set as late as possible while still allowing time to cool the building to guideline temperature by the beginning of classes.
  - d. Close individual classroom and office doors when the air conditioning equipment is in operation.
  - e. 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 left.
  - f. Refrain from turning lights on unless definitely needed. Remember that lights not only consume electricity, but also give off heat which, in turn, places an additional load on the air conditioning equipment and thereby increases the use of electricity necessary to cool the room.
  - 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. Custodians 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. 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.
  - i. The principal, in coordination with the energy manager, is expected to devise a plan for turning the air conditioning units on in phases to prevent overloading the system which occurs when all units are turned on at the same time.
  - j. In all areas which 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.
2. In those air-conditioned areas within a building, that have windows and no fans, the same procedure as listed in item 1 should be observed with the following exceptions:
    - a. Air conditioning equipment is not to be turned on until the outside temperature exceeds 75 degrees.
    - b. The thermostat controls are to be set no lower than 75 degrees when the air conditioning equipment is in operation.
  3. Buildings without windows and fans should maintain a thermostat setting of no less than 75 degrees.
  4. The principal is 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 that the building is closed or shutdown in an energy conservative manner. The principal at each school will be responsible for implementing the appropriate shutdown guidelines for the facility during holidays and vacations.

## **PROCEDURES FOR OPERATING HEATING EQUIPMENT**

The following energy conservation guidelines are to be observed when operating heating equipment in all district 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. In those buildings with individual classroom controls, which the custodian can access, the custodian will be responsible for setting the thermostat controls appropriately at the beginning of the day.
4. In those rooms with individual thermostat controls, the teachers and staff will be responsible for setting the thermostat on 55 degrees as they leave the room at the end of each day. The principal or their designee will be responsible for setting thermostat controls to 55 degrees in the rest rooms, offices and other heated areas at the end of the day.
5. In those buildings with central controls, the principal or their designee will be responsible for the setting of the thermostat at 55 degrees at the end of each day.
6. The principal is 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 that the building is closed or shutdown in an energy conservative manner. The principal at each school will be responsible for implementing the appropriate shutdown guidelines for the facility during holidays and vacations.
7. If, on extremely cold nights, a 55-degree setback will not allow your building to heat to a comfortable level by the time the students arrive, take the following action:
  - a. Set the nighttime temperature setting at 60 degrees.
  - g. Notify the office of the Energy Manager immediately.
8. All hallway, lobby, anteroom, and vestibule doors are to be closed as much as possible during the school day. All the above doors will be closed at the end of the school day.
9. All register, blowers, and unit heaters are to be kept clear of all clutter and obstructions, at their intakes and outputs.

## **PROCEDURES FOR OPERATING LIGHTING EQUIPMENT**

1. Lights in all areas and rooms should not be turned on unless definitely needed. Teachers should make certain that lights are turned off when leaving the classroom. Other staff are responsible to make certain that lights are turned off when leaving the room or area.
2. **LIGHTS IN ALL GYMNASIUMS SHOULD NOT BE LEFT ON UNLESS THE GYM IS BEING UTILIZED.**
3. **ALL OUTSIDE LIGHTS SHOULD BE TURNED OFF DURING DAYLIGHT HOURS.**
5. **WHEN IN THE BUILDING DURING NON-SCHOOL HOURS, CUSTODIANS SHOULD TURN LIGHTS ON ONLY IN THE SPECIFIC AREA IN WHICH THEY ARE WORKING.**
6. Schools possessing theaters, stages or other areas with spotlights and/or theatrical lighting will only operate this equipment when necessary, for only as long as necessary. Theatrical lighting and spotlights will not be used as general, room, or area lighting. Alternate lighting, "work lights" will be used for setup, take down and whenever possible as the primary, non-performance lighting.

## **PROCEDURES FOR OPERATING ELECTRICAL EQUIPMENT**

1. The exhaust fan in the rest rooms shall be turned off at the end of the day.
2. Copy machines, laminating equipment, computers (except for any network servers that must be left on) and other office machines should be turned off by the office staff each night.
3. All classroom computers (except for any network servers that must be left on) should be turned off each day at the end of the last class.
4. All common shop equipment (shirt dryers, power tools etc.) will be turned off when not needed. All fixed shop equipment (booth fans, air compressors, air dryers) will be turned off at the end of the day.