

**POWAY UNIFIED SCHOOL DISTRICT
ADMINISTRATIVE PROCEDURE**

Originator: Exec. Director of Facilities

Issue No: 1

Date: 2/14/05

Page: 1 of 3

Reference:

ARTICLE: 6.0 BUSINESS SUPPORT SERVICES

**6.20 MAINTENANCE AND OPERATION
OF FACILITIES**

6.26 ENERGY CONSERVATION

SECTION 6.26.1 Energy Conservation Procedures in District Facilities

The active participation of every District employee in an energy conservation program is the key to reducing wasteful expenditures of energy and the associated costs. Accordingly, the following guidelines are established and should be disseminated to all employees by site administrators and department directors.

Lighting

1. Lights will be turned off in all unoccupied spaces, except for areas such as corridors, stairwells, and exits as required by safety codes. Motion detectors will be installed wherever possible, but employees are encouraged to manually turn off lights when no longer needed.
2. The following minimum standard lighting levels are established:
 - a. Classrooms and offices: 50 foot-candles
 - b. Corridors: 20 foot-candles
 - c. Storage areas: 10 foot-candles
3. Energy-efficient light bulbs will be used; however natural lighting should be used wherever possible. Many classrooms and offices have split lighting controls which allow for one-half of the lights to be on at one time, if minimum lighting can be maintained.
4. Outdoor lighting will be controlled by timers or photocells to turn on at dusk and turn off at 11:00 p.m., unless specifically designated as security lighting which must be left on throughout the evening, unless there is an after-hours activity that extends beyond 11:00 p.m. Sites will remain unlighted on Saturdays, Sundays, and holidays other than for security lighting, unless there are scheduled activities that require lighting.
5. Athletic field lighting will be controlled by a locked switch with access given only to authorized PUSD employees. Field lights will be turned on no sooner than 30 minutes before a field activity and off within 30 minutes after the end of an activity. When cleaning after athletic events, custodians should use only the minimum lighting necessary.
6. At the end of the school day, interior lights should be turned off. Custodians should turn on lights for only the period that a specific area is being cleaned.

SECTION 6.26.1 Energy Conservation Procedures in District Facilities

Temperature Control

1. Temperatures will be maintained between 68 and 70 degrees in classrooms and office spaces through the use of heating, and between 76 and 80 degrees through the use of air conditioning. Special consideration will be given to preschool and special education classrooms when medically necessary. Warehouse and maintenance storage facilities will be maintained at 55 degrees during the heating season.
2. All windows and doors will be kept closed to reduce the loss of energy and to maintain the integrity of air filtering systems. Classrooms or offices that are unable to maintain the desired temperature range due to poor ventilation must be reported to the Maintenance and Operations Department so adjustments may be made. Leaving classroom doors open to adjust the temperature in a classroom or office space is not an acceptable option as it defeats the purpose of filtering the air, and is a tremendous waste of the energy used to heat or cool air.
3. Ventilation ducts and return grills must not be obstructed, and thermostats, valves, and timers must not be tampered with. Please call the technicians who know how the entire system is set.
4. Natural solar heating can have both beneficial and detrimental effects on the performance of heating and cooling systems. During the winter months, blinds or shades should be opened during school hours and closed at the end of the day. During the warmer months, they should be closed during school hours and opened at the end of the day.
5. Employees and students are encouraged to dress warmly in the winter months and more lightly during the warmer months to accommodate the differences in temperatures that may be found in the same building due to variations in the heating and cooling system.

Scheduling

1. Small group activities should not be scheduled for large meeting areas that require heating or air conditioning. When possible, small groups should be scheduled in rooms that can be individually heated or cooled.
2. Extracurricular activities should be scheduled during available daylight hours when possible.

Personal Appliances

1. Portable space heaters and individual refrigerators are not authorized unless specifically approved by the site or department administrator.
2. School sites and departments are encouraged to place refrigerators only in staff lounges areas where many employees can have access to a single refrigerator and other food preparation appliances.

Hot Water

1. Hot water for washing and showers will be maintained at 105 degrees.
2. Food Service operations which require higher temperatures should use a booster.
3. Leaking faucets waste both water and energy and should be reported for repair immediately.

SECTION 6.26.1 Energy Conservation Procedures in District Facilities

Computers and Office Equipment

1. Computers should be turned off when there is an anticipated period of more than two hours of non-use, and certainly at the end of the day. Computer monitors consume twice as much energy as the computer and should be turned off when there will be a period of more than 20 minutes of non-use. Screen savers do not reduce the use of electricity. In particular, computer labs should be shut down at the end of the last class. Although computers can be turned off remotely through software operating on the file server, this only happens after a certain time in the evening and many hours of non-use may have transpired. Although Technology Support Services can adjust the time at which the remote control activates to match the schedule of each school, the best practice is to turn computers off when they will no longer be used.
2. Many computer accessories have small transformers that continue to use electricity even after the equipment is turned off. Switchable surge protectors should be used whenever possible to make sure that equipment that is turned off is not continuing to generate phantom electric loads.
3. Although many types of office equipment, such as printers and copiers, may have a sleep mode that reduces the use of electricity, they should be turned off at the end of the day, thereby reducing the use of electricity to zero until the next day.

Kilns

1. To take advantage of the time when electric rates are the least expensive, electric kilns should be operated after 8 p.m. during October to April, and after 6 p.m. from May through September.

Swimming Pools

1. Pool covers must be used at the end of the last period of use each day to retain the heat of the pool and reduce the loss of water and chemicals through evaporation.

Beverage Dispensing Vending Machines

1. Vending machines that dispense beverages will be equipped with motion detectors that turn off lights and compressors during period of inactivity. Sites may request an exception only if they are willing to pay the full price of the electricity to power these types of vending machines.