P7025 FUEL AND ENERGY CONSERVATION

BOARD POLICY:

The school district shall operate facilities and programs consistent with sound principles for conservation of fuel and energy and for economical use of other natural resources.

Administrative Implemental Procedures:

1. As a general guideline, room thermostats shall be set at 70 degrees Fahrenheit during the heating season; however, other factors affecting comfort level may be taken into consideration, such as the number of outside walls, air movement within the room, and type and location of heating equipment.

2. Temperatures in special areas, such as shower rooms, locker rooms, swimming pools, wrestling rooms, and greenhouses, shall be maintained at levels suitable for their use.

3. During the heating season temperatures shall be set back to 55 degrees Fahrenheit when buildings are unoccupied providing that during severe weather the heating system is capable of recovering to daytime temperatures.

4. Fresh air dampers shall be set to provide the amount of fresh air required to conform to ASHRAE 62-1989 indoor air quality standards.

5. Electric portable heaters are not to be used except in special areas where Plant Facilities personnel agree they are the most practical solution and with prior approval of the building principal. Only electric heaters approved by Facilities with safety switches shall be allowed.

6. Thermostats in air-conditioned areas shall be set at 78 degrees Fahrenheit during the cooling season.

7. Air conditioners shall not be operated during time of "no" or "minimal" occupancy. The exception to the rule would be when it is deemed necessary by Facilities personnel to operate air conditioning systems continually during periods of severe high temperatures. Buildings designed for air conditioning with minimal air circulation may operate the air conditioning to maintain no greater than 85 degrees Fahrenheit temperatures during minimal occupancy.

8. Doors and windows shall be kept closed whenever possible when heating and/or air conditioning systems are in operation. This is necessary for controls to function properly in maintaining comfort level.

9. Both inlet and outlet air grills for heating and cooling systems are to be kept free and clear from any items that might restrict the airflow.

10. Domestic hot water temperatures shall be 120 degrees Fahrenheit, except for dishwashers in food service use requiring 180 degrees Fahrenheit rinse water temperature mandated by the Wichita-Sedgwick County Community Health Department.

11. Lights shall be turned off in classrooms and office areas when they are unoccupied.

12. Lighting levels shall not be higher than needed to provide adequate lighting for the specific purpose intended and as recommended by the Illuminating Engineering Society (IES).

13. Pumps, fans, and other motors shall be turned off when they are not required to be in operation.

14. Outside and decorative lighting shall be evaluated carefully and used to a minimum consistent with security and esthetics. Principals shall request lighting for security through normal channels. All outside lighting shall be equipped with photo-electric cells and time switches to prevent operation at other than appropriate hours. Building principals/ managers are to be held responsible for the proper operation of these timers.

15. District sites will extinguish all external and unnecessary internal lighting approximately 30 minutes after the last person leaves. District sites will remain blacked out until approximately 30 minutes before the scheduled arrival of the first person.

16. Vehicles shall be operated at posted speed limits. Vehicle engines shall not be left running when the driver is out of the vehicle.

17. The energy efficiency of equipment shall be given major consideration when preparing specifications and making purchases.

Administrative Responsibility: Facilities Division
Latest Revision Date: March 1999
Previous Revision Date: August 1996 P7025

Updated administratively for alignment purposes: February 2014