

SCHOOL DISTRICT OF NEW LONDON

ADMINISTRATIVE GUIDELINE 733 - ENERGY MANAGEMENT

A. Heating and air conditioning.

1. Classroom thermostats will be set at 68 degrees for heating and 76 degrees for cooling during the occupied times. For unoccupied times, heating will be set at 60 degrees and cooling will not occur
2. Auditorium thermostats will be set at 68 degrees for heating and 74 degrees for cooling during the occupied times. For unoccupied times, heating will be set at 60 degrees and cooling will not occur.
3. Hallways, vestibules, stairwells, mechanical/electrical rooms, elevator equipment rooms, unoccupied storage areas and similar spaces will be adjusted to 62 degrees during the heating season.
4. Locker and shower rooms will be maintained at 70 degrees during the heating season.
5. Operating schedules for the heating, ventilating, and air conditioning equipment will be optimized as follows:
 - a. For the heating season, the equipment will be started approximately one hour before classes start to allow the building to be at the occupied set point. The scheduled shut down time will be set the same as student release time.
 - b. For the cooling season, the equipment will be started 2 to 3 hours before classes start to allow the building to pre-cool.
6. Variable Frequency Drive operation will be enabled for free cooling.
7. Variable Frequency Drive programs will be modified to allow for free cooling for schools with building automation systems.
8. Fresh air minimum requirements will be reviewed and set to state code levels (7.5 CFM/person).
9. HVAC coil cleaning will be scheduled annually to assure the highest operating efficiency.
10. Air conditioning equipment will not run during November through April unless conditions warrant.
11. Window blinds will be adjusted, when and where appropriate, to allow the sun to warm the building during the heating season or to block out the sun during the cooling season.

12. Windows will be kept closed while the air conditioning or heating systems are in operation.
13. Classroom doors will be kept closed.
14. Ventilation ducts or return grilles will not be obstructed with books, charts, furniture, plants, or any other objects or materials.
15. Outdoor air minimum requirements for the HVAC system for the gyms, auditoriums, and commons will be optimized to the actual occupancy levels of the area.
16. New equipment purchases will be energy efficient models that are Energy Star rated.
17. The use of portable electric heaters or any other auxiliary heating devices will not be permitted.
18. Employees and students are encouraged to wear appropriate clothing during the heating season and cooling season.
19. The Director of Business Services and/or the Maintenance Department may adjust set points to provide the best overall performance of the HVAC system.

B. Lighting:

1. Lights will be turned off when space is not in use or natural day lighting is adequate.
2. Classroom lights will be turned off when the last person exits the room.
3. Cleaning staff will turn lights on only for the period when a specific area is being cleaned.
4. Hallway lighting will be turned off as soon as possible and pass-through lighting will be utilized.
5. Gym lighting will be adjusted to state code levels for classes. Lighting levels for events and practices can be adjusted to a higher foot-candle level as needed.
6. Buildings will be identified for energy saving lighting projects.

C. Food Service:

1. Run time of ovens, stoves, and fryers will be kept at the minimum levels.
2. Exhaust fans will run only when the kitchen is occupied.
3. Energy saving devices and/or practices will be identified.

4. Equipment will be energy efficient models and natural gas if possible.
- D. Computers/office machines:
1. Copiers, laminating machines, calculators, and other office machines will be turned off at the end of the day.
 2. Computers, monitors, printers, and other peripheral equipment will be turned off at the end of the day or when not in use for long periods of time during the day.
 3. Computers will be energy efficient models.
 4. NewLine Boards will be turned off when not in use.
- E. Building improvements:
1. Building air leaks will be identified and sealed with caulking, energy efficient seals, and/or insulation.
 2. The District Administrator and Business Office will be responsible for the development and implementation of long-range projects. Projects are reviewed by the Facilities Committee.
- F. Other:
1. The domestic hot water temperature set point will be no higher than 115 degrees except for food service.
 2. 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 Building Administrator. The use of small fans, radios and desk lamps is allowed, but must be turned off when not in use. All approved items must be Energy Star Rated and UL Approved.
 3. Requests for exemption, and complaints regarding set point temperatures considered to be too hot or too cold must be addressed in writing to the Director of Business Services at which time he/she will investigate the complaint or request for exemption.
 4. The Director of Business Services and/or Maintenance Department may adjust set points to provide the best overall performance of the HVAC system.
 5. Only energy efficient vending machines will be allowed within the District.
 6. The Director of Business Services will have the authority to purchase natural gas on the future market in collaboration with the District Administrator.

G. Education:

1. Staff and students will be provided ongoing education on energy saving measures.
2. Every staff person will be expected to contribute to energy efficiency in the District.

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REVISION DATE(S): December 5, 2024

REVIEW DATE(S): December 5, 2024

CROSS-REFERENCE: Policy 733 Energy Management

LEGAL REFERENCE: Wis. Stats. Sec. 120.12(5)
Wis. Stats. Sec. 120.13(9)
Wis. Stats. Sec. 66.0133