

### 7460 ENERGY CONSERVATION

#### *Energy Policy Mission Statement*

The Readington Township School District affirms its commitment as an energy-conscious organization through these guidelines which will advance energy efficient building operations and behavioral strategies. A comfortable learning environment will be maintained and health, safety and security will not be compromised.

We believe it is important to develop an energy-efficient culture and support awareness about the resultant positive environmental impacts and learning opportunities. We will achieve this through the education of our students, and the training of our faculty and staff. It is consistent with the District's educational mission that all staff and students learn and practice ways to reduce energy consumption on a daily basis and to instill lifelong habits for energy conservation; therefore, everyone is required to abide by the following energy guidelines.

As an ancillary and not inconsequential benefit, effective energy conservation measures will also conserve District funds.

#### **1. Lighting**

- Lighting will be turned off in any area that is unoccupied, except for gymnasiums, corridors, stairwells and exits as required by code, or where necessary to maintain an appropriate level of safety.
- Lighting in school buildings will remain off until 30 minutes before school starts and lights will be shut off 30 minutes after school ends, except in areas occupied with early-morning events, after-school programs, evening events or other scheduled activities.
- Natural sunlight should be used in place of electrical light when available, depending on area use and specifications.
- Partial lighting will be used where available when only a portion of a room is occupied.
- Lighting levels will be maintained in accordance with the Illuminating Engineering Society (IES) of North America standards:



# POLICY

## READINGTON TOWNSHIP BOARD OF EDUCATION

PROPERTY  
7460/Page 2 of 5  
ENERGY CONSERVATION

<u>Task Area</u>	<u>Foot-candles*</u>
Corridors, stairways, rest rooms	10-20
Storage rooms	10-50
Conference rooms	50
General offices	30-50
Classrooms	50
Cafeterias	30-50
Gymnasiums/Auditoriums	30-50
Parking areas (uncovered)	1-2

\*A measure of light intensity on a surface being illuminated. Defined as one lumen of light per one square foot of surface area.

- IES lighting standards will be assessed and maintained through delamping and will be a consideration for remodeling and new construction permits.
- Gym lights will be turned off if the area will be unoccupied for a period in excess of 30 minutes for gymnasiums with high intensity discharge (HID) lights and five minutes for incandescent or fluorescent lights. When physical education classes are held outside, gym lighting will be limited to minimal walk-through lighting.
- Night custodians should turn lights on only in the area in which they are currently working.
- Lighting technology shall be evaluated periodically to determine whether improvements in efficiency will result in cost savings that exceed the cost of implementation.

### 2. Temperature Control

On regular school days, temperatures will be maintained for the entire building 30 minutes before the start of school until 30 minutes after dismissal. Special consideration will be given to certain preschool and special education classrooms when appropriate.

The temperature ranges will be maintained within the ranges established. The inability of mechanical systems to meet this requirement will be addressed as a high priority problem:



<u>Areas</u>	<u>Heating Season No Greater Than</u>	<u>Cooling Season No Less Than</u>
Classrooms (grades K-12)	68-72 F	76-80 F
Auditoriums, Gymnasiums and Locker Rooms	65-70 F	76-80 F
Offices	68-72 F	76-80 F
Shop rooms	65-72 F	76-80 F
Halls	65-70 F	76-80 F
Kitchens/Cafeterias	65-70 F	76-80 F

(Temperatures are measured four feet above floor level in the center of the room.)

- Night setback temperatures should be 10 degrees Fahrenheit lower than occupied times for all areas without scheduled events.
- Staff and students are encouraged to dress appropriately for the season.
- Main boilers will remain off after the heating season, with the exception of Holland Brook School where it is required for proper summer HVAC balancing.
- Windows should be kept closed during the heating season and when air-conditioning units are in operation.
- After school hours, all classroom and office windows will be closed, and blinds and shades will be drawn.
- Doors should be closed in unoccupied areas and classrooms to maintain room temperatures.
- Exterior doors and inner vestibule doors shall not be blocked open unless there is a delivery in process.

### 3. Ventilation

- All vents will be unobstructed to maintain proper airflow and function of the equipment.
- Ventilation systems will be controlled to maintain the correct amount of air based on the needs of the space. Special attention will be paid to gymnasiums because they are designed for full capacity, but rarely are fully occupied.



#### **4. Scheduling**

- Early morning events, evening events or other scheduled activities will be concentrated to the minimal number of rooms or wings within a building.
- Large areas, such as auditoriums and gymnasiums, should not be used for small groups unless necessary. Use of these areas will be coordinated with the facilities staff to reduce energy use during unoccupied times.

#### **5. Computers and Other Electrical Equipment**

- Computers will be set with a 10-minute sleep-mode.
- Computers will be shut down at the end of the day.
- Computer monitors should be shut off when not in use.
- Electronics should be shut off at night.
- Power management features will be activated on all office equipment (e.g., printers, copiers) for those with the capability.
- Office equipment will be shut down nightly.
- Electronics and office equipment, with the exception of computers, should be unplugged during the summer.
- Personal beverage makers, warmers and space heaters are restricted from school district facilities, unless approved by the school Principal.
- Personal appliances will be shut off and unplugged at night, unless they are necessary for an educational program, as approved by the Principal.
- Refrigerators in the staff lounge and science areas will be emptied and unplugged during the summer unless in use for summer programs.
- Vending machines (soda, juice, water) not in use will be unplugged during the summer.
- Vending machines will be delamped.
- Vampire loads (electronic device battery chargers) shall be unplugged when not in use.

#### **6. Kitchens/Cafeteria**

- Appliance and equipment “on” times will be as close as possible to the actual use.
- Ventilation fans should be used in conjunction with equipment use.
- Refrigerator and freezer doors should remain closed as often as possible.
- Unused kitchen equipment will be unplugged during the summer.
- Freezers will be consolidated during the summer.



- Upright freezers and walk-in coolers will be emptied, propped open and unplugged during the summer.

### **7. Peak Control Energy Days**

- All staff will comply with energy reduction procedures during peak control energy days. Energy reduction levels will be met in order to fulfill contractual agreements with utility companies.

### **8. Water Heating**

- Thermostats for hot water heaters will be set so water delivery temperature at all sinks will not exceed 100 to 120 F.
- Thermostats for hot water heaters that service dishwashing equipment will be set at 180 F.

### **9. Water Conservation**

- Water leaks will be fixed as soon as possible.
- Efficient water practices will be considered during ground irrigation, including the collection of rainwater for school gardens.

### **10. Future Construction**

- Energy and water efficiency will be a consideration for all future remodeling and new construction projects.
- ENERGY STAR products will be considered when purchasing any new equipment or appliances.

### **11. Exemption Procedures**

- Any exceptions to this policy must be presented and approved by the school Principal and forwarded to the Energy Efficiency Coordinator. The appropriate exemption form and procedure steps can be obtained from the Energy Efficiency Coordinator.

Adopted: 22 March 2005

Revised: 26 February 2013

