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4 ENERGY CONSERVATION

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6 The District is committed to and responsible for a safe and healthy learning environment. Every person is  
7 encouraged to become an “energy saver” as well as an “energy consumer.”  
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- 9 • Faculty and staff members are encouraged to implement these guidelines during the times that they  
10 are present in the instruction room/office.
- 11 • The custodial staff is responsible for control of common areas, i.e. lights in hallways, dining areas,  
12 etc.
- 13 • Security personnel are responsible for verification of the nighttime shutdown.
- 14 • The Energy Education Administrator provides regular (at least semiannually) program update reports  
15 to district and college administration.
- 16 • The Energy Education Administrator has the authority to enter all district facilities, without prior notice,  
17 in order to perform routine audits. Audit results will be communicated to the appropriate personnel.
- 18 • The Energy Education Administrator is responsible for either directly or indirectly making adjustments  
19 to the organization’s energy management system (EMS), including temperature settings and run  
20 times for heating, ventilation and air conditioning (HVAC), and other controlled equipment.
- 21 • The Energy Education Administrator provides monthly energy savings reports to facilities  
22 management detailing performance results.
- 23 • Administration will regularly communicate the importance and impact of the energy conservation  
24 program to its internal and external constituents.
- 25 • To complement the organization's behavioral-based energy conservation program, the District shall  
26 strive to develop and implement a preventive maintenance and monitoring plan for its facilities and  
27 systems, including HVAC, building envelope, and moisture control.

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29 **General**

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- 31 1. Instruction room doors shall remain closed when HVAC is operating. Ensure doors between  
32 conditioned space and non-conditioned space remain closed at all times (i.e. between hallways and  
33 gym or pool area).
- 34 2. Proper and thorough utilization of data loggers will be initiated and maintained to monitor relative  
35 humidity, temperature, and light levels throughout campus buildings to ensure compliance with  
36 guidelines.
- 37 3. All exhaust fans should be turned off daily.
- 38 4. All office machines (printers, copy machines, laminating equipment, etc.) should be switched off each  
39 night and during unoccupied times. Fax machines may remain on.
- 40 5. All computers should be turned off each night. This includes the monitor, local printer, and speakers.  
41 Network (i.e. LAN) equipment is excluded.
- 42 6. All capable personal computers should be programmed for the “energy saver” mode using the power  
43 management feature. If network constraints restrict this, ensure the monitor “sleeps” after 10-minutes  
44 of inactivity.

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46 **Air Conditioning Equipment**

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48 **Cooling Season Set Points: Occupied–74-78°F, Unoccupied–85°F**

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- 50 1. Occupied temperature settings shall NOT be set below 74°F.
- 51 2. During unoccupied times, the air conditioning equipment shall be off. The unoccupied period begins  
52 when the students leave the area. It is anticipated that the temperature of the instruction room will be  
53 maintained long enough to afford comfort for the period the faculty remains in the instruction room  
54 after the students have left.

- 55 3. Air conditioning start times may be adjusted (depending on weather) to ensure instruction room  
56 comfort when instruction begins.  
57 4. Ensure outside air dampers are closed during unoccupied times.  
58 5. Ceiling fans should be operated in all areas that have them.  
59 6. Relative humidity levels shall not exceed 60% for any 24 hour period.  
60 7. Where cross-ventilation is available during periods of mild weather, shut down HVAC equipment and  
61 adjust the temperature with windows and doors. Cross-ventilation is defined as having windows  
62 and/or doors to the outside on each side of a room.  
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## 64 Heating Equipment

### 65 Heating Season Set Points: Occupied–68-72°F, Unoccupied–55°F

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68 1. Occupied temperature settings shall NOT be above 72°F.  
69 2. The unoccupied temperature setting shall be 55°F (i.e. setback). This may be adjusted to a 60°F  
70 setting during extreme weather.  
71 3. The unoccupied time shall begin when the students leave an area.  
72 4. During the spring and fall when there is no threat of freezing, all steam and forced air heating systems  
73 should be switched off during unoccupied times. Hot water heating systems should be switched off  
74 using the appropriate loop pumps.  
75 5. Ensure all domestic hot water systems are set no higher than 120°F or 140°F for cafeteria service  
76 (with dishwasher booster).  
77 6. Ensure all domestic hot water re-circulating pumps are switched off during unoccupied times.  
78 7. For heat pumps, ensure a 6°F dead-band between heating and cooling modes.  
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## 80 Lighting

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82 1. All unnecessary lighting in unoccupied areas will be turned off. Faculty and staff members should  
83 make certain that lights are turned off when leaving the instruction room or office when empty. Utilize  
84 natural lighting where appropriate.  
85 2. All outside lighting shall be off during daylight hours.  
86 3. Gymnasium lights should not be left on unless the gymnasium is being utilized.  
87 4. All lights will be turned off when students and staff leave for the day. Custodial staff will turn on lights  
88 only in the areas in which they are working.  
89 5. Refrain from turning lights on unless definitely needed. Remember that lights not only consume  
90 electricity but also give off heat that places an additional load on the air conditioning equipment and  
91 thereby increases the use of electricity necessary to cool the room.  
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## 94 Water

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96 1. Ensure all plumbing and/or intrusion (i.e. roof) leaks are reported and repaired immediately.  
97 2. Ground watering should only be done between 4am-10am. Do not water during the heat of the day,  
98 typically between 10am – 8pm.  
99 3. When spray irrigating, ensure the water does not directly hit the facility.  
100 4. Consider installing water sub-meters on irrigation and cooling tower supply lines to eliminate sewer  
101 charges.  
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103 The organization encourages the adoption, observation and implementation of these guidelines as  
104 provided. However, these guidelines are not intended to be all-inclusive, and they may be modified for  
105 local conditions. These guidelines supersede all previous instructions related to energy conservation or  
106 facility management.  
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110 Approved: 5/9/13