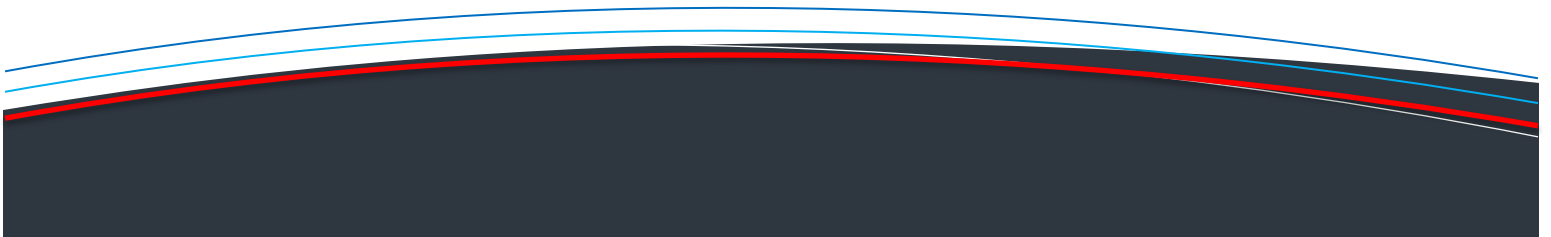




MIDWAY INDEPENDENT SCHOOL DISTRICT ENERGY CONSERVATION GUIDELINES

The following energy conservation guidelines are applicable to all district personnel and facilities. The directors of departments and principals shall be responsible for the total energy usage of his/her campus or facility and shall help implement conservation procedures. Each instructor shall be responsible for implementing the guidelines during the time that he/she is present in the classroom and on campus. District employees and outside vendor employees are responsible for applying these guidelines and for reporting equipment problems or concerns of non-compliance to principals.

The implementation of these guidelines will not impair the educational environment and are intended to assist with energy conservation and will enable the directing of funds towards the education of the District's students.



I. Guidelines for operating Heating, Ventilation, and Air Conditioning (HVAC)

- A. The following energy conservation procedures for operating **air conditioning** are to be observed in all buildings:
1. A daytime thermostat temperature shall be maintained at 74 degrees with a 2 degree offset when occupied by students, teachers, office personnel, and administrators. Certain areas may vary due to design of the building and HVAC system.
 2. Air conditioning shall be available to maintain 74 degrees at 7:00 a.m. and raised to 82 degrees 50 minutes after school dismisses Monday through Friday for regularly scheduled campus hours. All air conditioning shall be maintained at 82 degrees otherwise. The principal/occupant of space shall be responsible for maintaining the setting of air conditioning systems not controlled by the District's energy management system (Example: portable classrooms).
(Exceptions)
 - a. All kitchen units will come on 30 minutes prior to occupancy.
 - b. Administrative offices will be on until 5:00 p.m.
 - c. The gyms and cafeterias in elementary schools with after school programs will remain on until 6:00 p.m.
 3. All air conditioning systems at all campuses shall be maintained at 82 degrees during the summer months except in the following areas, and under the following conditions for summer operations:
 - a. Offices, when occupied by office personnel and administration.
 - b. Sensitive electronic equipment rooms.
 - c. Summer school classrooms, summer training classrooms, and areas used for day care.
 - d. Fine arts storage areas.
 - e. Areas where carpet is being cleaned to insure the space is dried to prevent mold growth.
 - f. Offices and classrooms two weeks prior to the school reconvening for the fall semester.
 - g. Campus areas used for scheduled special events.
 4. Doors and windows are to remain closed when air conditioning units are operating.
- B. The following energy conservation procedures for operating **heating** equipment are to be observed in all buildings:
1. A daytime temperature shall be maintained at 69 degrees with a 2 degree offset when occupied by students, teachers, office personnel, and administrators. Certain areas may vary due to design of building or HVAC system.
 2. Heating shall be available to maintain the temperature 30 minutes prior to occupancy and set back to 50 degrees 45 minutes after school dismissal Monday through Friday for regularly scheduled campus hours. All heating shall be maintained at 50 degrees otherwise. The principal/occupant of space shall be responsible for maintaining the setting of heating systems not controlled by the District's energy management system (Example: portable classrooms).
 3. Doors and windows are to remain closed when heating units are operating.

II. Guidelines for operating lights

- A. The following energy conservation guidelines are to be exercised when operating lights in and around district facilities:
1. District personnel shall be responsible for turning on/off lights in classrooms, work areas, and offices.
 2. Interior lights shall be turned off when area is not occupied including lunch, conference periods and before and after school.
 3. Lighting fixtures with “banked switching” or “dual switching” capabilities or any other special capabilities should be utilized to realize potential savings from proper use of special switching. Custodial services will use the lower switch setting when possible.
 4. When classrooms are unoccupied by students, teachers are encouraged to utilize “dual” or “banked” switching in area which they are specifically working, if area lighting configuration provides this capability.
 5. Personal lamps may be used for decorative purposes only and may not be plugged in. Task lights may be used for instructional purposes or work-related purposes only.
 6. Skylights and windows with natural lighting capabilities should be utilized. When applicable, light fixtures mounted in and around skylights shall remain off if not controlled by automatic sensors.
 7. Lighting for display purposes (trophy cases, bulletin boards, etc.) shall be turned off at night and or summer/winter shutdown, except for special occasions and specified security purposes.
 8. Evening custodians shall turn lights on only in areas where they are presently working.
 9. All outside lighting shall remain off during daylight hours.
 10. As required for the security of employees and the safety of the buildings, all outside security lighting will be set to turn on at sunset and off at 11:00 pm. Lights will be turned back on 1 hour prior to sunrise and off at sunrise. **Exceptions may be made for buildings with needed extra security.**
 11. All outdoor athletic sports lighting will be limited to actual UIL competitions.
 12. Decorative outdoor lighting, canopy lighting and skylight illumination shall remain off during the day, and illuminated at night only for special occasions.
 13. All vending machines shall be de-lamped.
 14. Recommended illumination levels, as adopted by the Texas Education Agency and established by the Illumination Engineering Society (IES), shall be maintained throughout the district.

III. Energy conservation guidelines for after school hours use of campus and facility.

- A. It shall be the responsibility of the principal or his/her designee to schedule heating, air conditioning, and lighting for after school events.
- B. Administrators/Principals shall utilize the current campus/facility request forms to pre-schedule, at least 72 hours in advance.
- C. Consideration should be given to having “activity days or evenings” and group these events together at general times on selected days.

- D. Training and activities shall be strategically grouped within the facility in order to optimize HVAC savings.
- E. The campus principal or their designee will become familiar with their HVAC system and how it is “zoned”.

IV. Guidelines specific for gymnasium energy conservation.

- A. Schedules for on and off times should be closely maintained in gymnasiums with lighting that must warm up for several minutes prior to use. This particular type of lighting should not be switched frequently due to the long start-up period.
- B. In high school and middle school gyms, when air conditioning is required for regular district hours, it will be maintained at 74 degrees with a 2 degree offset and set to 82 degrees otherwise.
- C. In high school and middle school gyms, when heating is required for regular district hours it will be maintained between 69 degrees with a 2 degree offset and set to 50 degrees otherwise.
- D. HVAC shall not be provided for unapproved activities/functions or gratuitous use of gyms.

V. General guidelines for energy conservation.

- A. Use of personal electric space heaters is prohibited.
- B. Use of one personal item such as a refrigerator, microwave or coffee maker is permitted with an annual \$50 fee to be payroll deducted in October each year.
- C. Employees may use district refrigerators, microwaves, and coffee pots that are located in teacher lounges and community locations.
- D. No electrically heated candles, potpourri pots, or plug in fragrances shall be allowed.
- E. In order to provide proper energy conservation, furniture, equipment and electronics shall not be placed in front of or in close proximity to thermostats and sensors.
- F. Electronics, such as televisions, document cameras, and/or monitors, copiers, printers and any other applicable equipment, shall be turned off when circumstances are appropriate.
- G. Principals shall include energy awareness in staff meetings. The principal, with the assistance of the Energy Manager, shall conduct periodic energy conservation inspections for compliance with guidelines.
- H. As new buildings are designed, an energy management system (EMS) will be installed on all electric hot water heaters and applicable gas heaters. An EMS system will be installed on any new replacement water heaters. The energy management system (EMS) shall be set for normal campus hours.
- I. Temperature of hot water heaters and boilers will be set at 120 degrees for compliance with health department regulations.
- J. Hot water circulating pumps shall be examined on a unit-by-unit basis to determine necessity of daily use. Pump will be operated only for a period of specific demand.
- K. The energy manager shall make periodic energy conservation visits and make monthly energy use reports to each principal.
- L. District equipment and lighting shall be rated and designed to provide optimum energy efficiency.

- M. Any logical or practical opportunities to conserve resources via adjustments to or limited usage of equipment and lights should be taken. Energy use habits should be examined and adjustments made as needed.
- N. Use of power sources:
 - 1. Extension cords may not be used as permanent power sources.
 - 2. Multi-plug adaptors other than circuit breaker power strips are not allowed.
 - 3. Circuit breaker power strips must be plugged directly into a wall socket.

VI. Guidelines for summer shutdown procedures.

- A. HVAC schedules shall be adjusted, as noted under section I.A.3.
- B. All interior lights shall be extinguished with the exception of exit and emergency lighting.
- C. Electric water heaters and associated pumps shall be turned off, except in areas of summer program usage.
- D. Business machines are to remain off, except those which are vital to district network communications.
- E. All vending machines are to be disconnected, except for those located in teacher lounges or administration areas.
- F. Public address system shall be turned off.
- G. All timers, for parking and security lights, shall maintain minimum "on" time periods.
- H. All walk-in and reach-in freezers will be maintained at 50 degrees and all walk-in and reach-in coolers/refrigerators will maintain 60 degrees during summer non-use if they are empty.
- I. Outside security, parking, perimeter and flood lamps shall be turned off during the day.
- J. Any leaking water valves shall be reported to Facilities Maintenance Department.
- K. Light fixtures shall be cleaned on a regular basis by custodial staff. Lamps shall be installed properly and maintained in optimum condition. Defective fixtures shall be reported to Facilities Maintenance Department.
- L. Electronic scoreboards shall be turned off.
- M. All district and non-district summer camps shall be scheduled with energy conservation in mind.

VII. Guidelines for Winter Break Shutdown.

- A. Guidelines for lighting shall be followed as noted in section VI.B.
- B. All applicable heating thermostats shall be maintained at 50 degrees, except scheduled events.
- C. Guidelines for summer shutdown shall be followed as noted under section VI.B through VI.L.