

Energy/Utility Usage

The District has an interest in promoting environmental awareness, energy conservation, and sustainable practices. Administration at each District facility is responsible for the utility usage at that site to ensure the District meets its goals in sustainability and energy/utility conservation. In addition, individual employees are encouraged to monitor energy/utility usage at their specific work area.

The following strategies support the District's Sustainability Plan. Further information on conservation strategies, practices, and programs are outlined in the plan found on the District's website.

The following strategies support the District-wide energy and utility usage efforts.

ELECTRICAL REDUCTION STRATEGIES

Whenever possible the District will use LED to replace light fixtures.

Interior Lighting

- Classroom/office lights should be turned off when the space is unoccupied. Individuals should not rely on occupancy sensors to turn lights off.
- Natural lighting is recommended. Classroom/office lighting should otherwise be at the lowest level necessary.
- LED lamps/bulbs should be used for all task lighting. For energy conservation, best practice is the use of one task lamp per workstation.
- Large District spaces (gymnasiums, cafeterias, auditoriums, meeting rooms, etc.) with dual switching shall use lower light levels for day-to-day operations. When the space is not in use, lighting should be turned off.
- Decorative LED lighting (string lights, rope lights, holiday lights, etc.) are permitted only for special events. Installation of such lighting must adhere to building/fire codes. Lights must be removed upon completion of the event.
- Display cases will be lit using LED fixtures only. Lighting in existing display cases will be upgraded to LED technology as fixtures are replaced.

Exterior Lighting

- Activity field lighting should be switched off as soon as possible following an activity/event.
- Activity field lighting should not be used for routine grounds maintenance activities such as mowing.
- Tennis court lighting will be provided according to District procedures.
- Parking lot/security lighting will be provided according to code.

District-Owned/Program-Related Appliances

- The District will provide refrigerators, microwave ovens, and coffee makers for staff use in designated areas of each facility as determined by the Buildings & Grounds Manager in cooperation with building administration.
- All appliances purchased and installed on District property will be "Energy Star" rated.
- When possible, kilns, self-cleaning ovens, and other high-energy use items should be scheduled to run between 2:00 p.m. and 5:00 a.m. to reduce demand power charges.
- Concession stands will be equipped with minimal appliances, as approved by the building/department administrator. Appliances should be operated only during the school activity season and should be unplugged and contents removed at the end of the season.
- Vending machine lamps that are not LED will be removed and the ballasts disconnected. Occupancy sensors will be installed on all beverage machines, excluding dairy. Vending machines will be operated per Board regulation and procedure.
- Non-essential appliances will be unplugged during summer and winter breaks.

Personal Appliances

- Building/department administrators may approve personal appliances for curriculum or required medical needs as prescribed by a medical professional. Administrators should notify the Buildings & Grounds Manager of approvals, location of item(s) approved, and duration of request.
- When a school/department event requires the use of personal appliances (crock pots, warming plates, etc.), a temporary exemption may be granted by the building/department administrator. Use of such appliances must adhere to building/fire codes. All appliances must be removed at the conclusion of the event.
- Other personal appliances/electrical devices are not allowed. The following are examples only and not a complete list:
 - Aroma generating devices
 - Box fans
 - Coffee Makers
 - Cup Warmers
 - Fish Tanks
 - Hot plates
 - Popcorn poppers
 - Microwaves
 - Refrigerators of any size
 - Space heaters
 - Toasters & Toaster Ovens

Computer and Office Equipment

- When possible, all new computers, computer peripherals, and office equipment purchased must be “Energy Star” rated.
- Computers and projectors will be turned off at the end of each school/work day unless the employee has received approval from the building/department administrator.
- Copiers will be set to an energy-saving mode.
- Other equipment must be turned off when not in use and at the end of the work day.

HEATING AND COOLING REDUCTION STRATEGIES

Temperature Settings

- District temperature settings can be found on the District’s website.

Conservation Measures

- Computers, other technology equipment, and items that may artificially impact temperature settings should not be placed near thermostats.
- Ventilation ducts, return grilles, and floor-mounted heating/cooling units should not be obstructed.
- Exterior-facing window blinds and drapes should be closed at the end of the school/work day.
- Window air conditioners should be turned off at the end of the school/work day and should remain off during the summer unless the space is occupied.
- When possible, concession buildings, outdoor restroom facilities, and other similar small structures will not be heated during winter months. Buildings will be winterized at the end of the fall activity season.
- Outside of the school day, gymnasiums will only be air conditioned for events as approved by the Facility Use Scheduler.
- Doors leading to classrooms or other occupied areas shall remain closed while the building is being heated or cooled. It is also the case that interior classroom/office doors must remain closed per Fire Code.

SCHOOL KITCHENS

- Ventilation and exhaust fans run only during hours of operation or when the kitchen temperature exceeds 80 degrees Fahrenheit.
- Walk-in freezers and coolers and stand-alone freezers and coolers will remain off during summer months unless summer programming is in session and/or additional storage space is needed.
- For optimal efficiency, preventative maintenance schedule will include regular cleaning of vent hoods and refrigerator/freezer condensing coils.

WATER REDUCTION STRATEGIES

Grounds Watering and Irrigation

- Irrigation of District property is permitted in select areas to establish new grass turf and/or promote new seed growth. The amount of water used should be sufficient to establish grass according to water conservation practices. Control measures will be part of all irrigation systems.
- Activity fields will be irrigated between the hours of 7 p.m. and 8 a.m. to support water reduction efforts.
- Irrigation systems will be manually turned off when rainfall reaches 1/2 inch per week.
- Mulch should be used to reduce evaporation. The District encourages storm-water collection methods for gardens not producing food.
- Domestic water systems may be used for District gardens with the approval of the building/department administrator and according to water conservation practices.

GARBAGE & RECYCLING

- Recycling is required for all schools. District administration as well as Building administration will support the recycling program to ensure the success of the program.
- Students and staff are encouraged to remove recycling from classrooms and offices to a designated location. Custodial staff will remove the collected recycling from the building.
- Recycling containers will be available in each classroom and in common areas for use.

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