

ENERGY CONSERVATION GUIDELINES

The Gaston County Board of Education recognizes the importance of a consistent and efficient energy conservation program. (Policy Code 9250 - Energy Conservation).

The Board further recognizes the need to establish guidelines designed to help maintain an environment that is conducive to the educational process and that does not compromise the comfort or safety of building occupants.

Accordingly, consistent with Board policies regarding energy conservation, the following energy guidelines have been enacted by the Superintendent. Each employee is requested to be conscious of and assist in the implementation of these guidelines. The principal is responsible for the total energy usage at his/her school and will be provided monthly cost and consumption reports.

Heating, Ventilation and Air Conditioning (HVAC)

1. Keep all doors and windows to classrooms and offices closed when air conditioning or heating equipment is running. Ensure doors between conditioned space and non-conditioned space remain closed at all times. (Special instructions will be issued during summer shutdown that allows interior doors to remain open)
2. Report cooling and heating problems to maintenance when temperatures move significantly outside the established range.
3. When heat or air is required for after hours or week-end use, condition only that part of the building that is being used if zoning is possible. Use the minimum sized, appropriate area.
4. Do not block HVAC vents or thermostats with furniture, equipment, books, etc.
5. Use of overrides is discouraged and should be used only with the approval of the appropriate administrator. If used, overrides should be set for the minimum number of hours.
6. Heating or cooling will be provided as required at operational standards during non-operating hours for any school activity sponsored by the Gaston County Board of Education, PTO and PTA meetings or activities in which Gaston County Board of Education officials are acting in an official capacity. Arrangements for heating and cooling must be made 72 hours prior to the event.

HVAC - Cooling Season

1. Thermostats will be set at 74 degrees except in storage areas where settings will be higher (78 degrees) due to nature of use. Due to variations in equipment and facilities, temperatures will be considered acceptable if they are within two degrees of the target setting.
2. The cooling system will be scheduled to switch to the night time setting (85 degrees) no more than 1 hour after the end of the scheduled school instructional day except in administrative and meeting areas.
3. Administration and meeting areas will switch to the night time setting (85 degrees) one hour after the end of the scheduled school closing.
4. Cooling in mobile classrooms shall be set at 74 degrees during the day and set to the night time setting, 85 degrees at the end of the scheduled school day.
5. A member of the early custodial staff shall be responsible for setting the thermostats in mobile classrooms to 74 degrees each morning before teachers arrive.
6. Cooling systems will start approximately one hour before the scheduled start of the school day.

HVAC - Heating Season

1. Thermostats will be set at 70 degrees except in storage areas where settings will be lower (66 degrees) due to nature of use. As with cooling, temperatures will be considered acceptable if they are within two degrees of the target setting.
2. Open blinds in the morning to allow sun rays to heat the building interior.
3. The heating system will be scheduled to switch to the night time setting, 55 degrees no more than 30 minutes after the end of the scheduled school day except in administrative and meeting areas.
4. Administration and meeting areas will switch to the night time setting, 55 degrees one hour after the end of the scheduled school day.
5. Heat in mobile classrooms shall be set at 70 degrees during the day and set to the night time setting, 55 degrees at the end of the scheduled school day.
6. A member of the custodial staff shall be responsible for setting thermostats in the mobile classrooms to 70 degrees each morning before teachers arrive.
7. Heating systems will start approximately one hour before the scheduled start of the school day.

Lighting

1. Turn off unnecessary lights in unoccupied areas.
2. Keep outside lights turned off during daylight hours.
3. Reduce night/security lighting to the extent practical.
4. Reduce/eliminate corridor or other lighting when natural lighting is adequate.
5. Custodians will turn on lights only in the specific rooms in which they are working, and shall shut off lighting when leaving each room, each time.
6. Athletic field and gymnasium lighting shall not be left on unless the area is being utilized.

Miscellaneous

1. Close blinds (outside edge down) when leaving classrooms or other areas of the building at the end of the day.
2. Check for and report promptly to maintenance any leaking faucets, tanks, pumps, pipes, etc.
3. All irrigation is limited to 5:00 a.m. to 9:00 a.m. Single irrigation events should not exceed 30 minutes. Irrigation should be curtailed or eliminated in consideration of recent and forecast rainfall.
4. Turn off lights, computers, monitors, interactive boards, printers, copy machines, laminating machines, etc. at the end of the school day. Network equipment is excluded.
5. Smart Board projectors need to be off during planning, lunch, and any time when they are not in use.
6. The principal or his/her designee is responsible for ensuring that their school is shut down in an energy efficient manner at the end of each school day, including weekends and holidays.
7. The placement and use of appliances such as electric space heaters, microwave ovens, toaster ovens, dehumidifiers, fans, coffee pots, hot plates and refrigerators in classrooms and offices are not allowed. All personal appliances should be removed from schools. If necessary or required, appropriate appliances should be placed in designated areas by permission of the Maintenance Director, or designee.
8. Candle warmers and plug-in type air fresheners are not allowed.