



POLICY 7.196

5-K I recommend that the Board approve development of the proposed **new** Policy 7.196, entitled “Energy and Water Use Conservation.”

[Contact: Chris Skerlec, PX 45110.]

Development

CONSENT ITEM

- This proposed new policy is designed to promote energy and water use conservation and encourages the adoption of best practices so that the goals are met.
- The implementation of the policy is the joint responsibility of all employees and students. A principal is accountable for energy and water management on his/her campus. Judicious use of the various energy and water systems of each campus will be the joint responsibility of the principal and head custodian to ensure that an efficient energy and water posture are maintained on a daily basis.
- The Chief of Facilities Management is responsible for addressing energy and water use district-wide.
- The related Administrative Procedures are attached.

POLICY 7.196

ENERGY AND WATER USE CONSERVATION

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4 1. Purpose. -- The School Board desires to conserve energy and water use and to
5 be good environmental stewards of our planet while reducing expenditures.
- 6 2. Policy of Best Practices. -- The District will adopt best practices for the
7 conservation of energy and water, to ensure the overall success of the energy
8 management program.
- 9 3. Designated Official. -- The Chief of Facilities Management will be responsible for
10 implementing, directing and monitoring this policy and addressing energy and
11 water conservation issues district-wide.
- 12 4. Delegation of Responsibility. The implementation of this policy is the joint
13 responsibility of administrators, teachers, students and support personnel and its
14 success is based on cooperation at all levels.

15 The principal will be accountable for energy and water management on his/her
16 campus with energy audits being conducted and conservation program outlines
17 being updated. Judicious use of the various energy and water systems of each
18 campus will be the joint responsibility of the principal and head custodian to ensure
19 than an efficient energy and water posture are maintained on a daily basis.
- 20 5. Administrative Procedure. The Superintendent, or designee, shall develop the
21 necessary administrative procedures and guidelines, including design,
22 construction, maintenance and operating procedures for the implementation of this
23 policy, and the monitoring of activities to ensure reduction of use.

24 STATUTORY AUTHORITY: Fla. Stat. §§ 1001.41; 1001.42

25 LAWS IMPLEMENTED: Fla. Stat. §§ 1001.42; 1001.43

26 HISTORY: __/__/2009



Administrative Procedures and Guidelines
Applicable SB Policy: 7.196

ENERGY AND WATER USE CONSERVATION

1. **Purpose** – These administrative procedures are provided to implement School Board Policy 7.196 (Energy and Water Use Conservation).
2. **Applicability** – These procedures shall apply to all existing and new District schools, facilities and vehicles.
3. **Building Construction and Components**
 - a. The *District Design Guidelines* and *District Master Specifications* establish the requirements for the incorporation of energy and water conservation in District facilities.
 - b. Air conditioning, refrigeration, lighting fixtures, kitchen equipment and all other mechanical and electrical equipment and appliances purchased for and/or installed in District facilities will be Energy Star rated, where applicable, and meet efficiency standards of the *District Design Guidelines* and the *District Master Specifications*.
 - c. The District shall plan, design, construct, operate and maintain all new District buildings to meet the Leadership in Energy and Environmental Design (LEED) Silver certification level. The District will endeavor to make all existing District buildings LEED certified based on available resources.
4. **Building Maintenance**
 - a. The District will utilize applicable provisions of the U.S. Department of Energy's *EnergySmart Schools* program and the U.S. Department of Environmental Protection Agency's *EnergyStar for K-12 Schools* programs as guidelines for maintaining its facilities for improved energy efficiency.
 - b. All thermostats shall be set between 75° – 78°F, unless otherwise authorized by the Chief of Facilities Management.
5. **Building Operations**
 - a. The Facilities Management Division shall routinely inspect schools at various hours of the day and night to identify energy saving opportunities and work with schools to achieve those savings.
 - b. Occupied temperatures will not be set below 75 degrees Fahrenheit, unless otherwise authorized by the Chief of Facilities Management. Occupants shall not attempt to adjust, block or place heat producing objects near thermostats. Occupants shall not override air handlers.
 - c. Windows and outside doors will not be left open while the HVAC system is operating.
 - d. Lights will be turned off in all rooms when unoccupied. This includes offices, classrooms, auditoriums, media centers, cafeterias and gymnasiums.
 - e. Individual refrigerators, microwave ovens and coffee pots are discouraged. Centrally located refrigerators, microwave ovens and coffee pots for sharing should be used to

conserve energy. Employees wishing to use personal appliances shall be charged a nominal rate, as determined by the Chief of Facilities Management, to cover the district's costs.

- f. Refrigerators shall be emptied, cleaned and the door blocked open before unplugging for the summer break.
- g. All computers, monitors, printers, scanners, other peripherals, televisions, and VCRs/ DVDs shall be turned off each night.
- h. Aquariums shall be removed or emptied, cleaned and unplugged over summer breaks.
- i. For the security of employees, all outside security lighting will be turned ON when needed in the morning fifteen (15) minutes prior to their arrival. All lights will be turned OFF no later than one half hour after the last employee leaves at night. All lights will remain OFF on days the school/facility is unoccupied.
- j. Custodians will only turn ON lights in the areas in which they are working. Team cleaning by custodians will enable areas of the school to be shutdown more quickly as the team goes wing to wing or building to building.
- k. Space heaters are banned from use. They are not only a hazard but consume great quantities of electricity.
- l. If a school or facility requires air conditioning on a normally unoccupied day, a request to the Utilities Manager must be submitted at least by 12:00PM on the last regular work day proceeding the day the air conditioning is required. Any lease agreements for use of the facility require contacting the Utilities Manager for air conditioning outside normally occupied hours. Use by lessees or summer camps should be restricted to portables when appropriate so that the central A/C is not required.
- m. All plumbing leaks, dripping faucets, constantly running toilets and broken sprinkler heads shall be immediately reported for repair.
- n. During breaks such as the summer, winter and spring breaks, schools and ancillary facilities shall have someone assigned to walk the facility weekly to check for problems.
- o. Schools are encouraged to create clubs and teams to address energy conservation on their campuses.

6. Other

- a. Vehicles purchased by the District shall be the most fuel efficient vehicles meeting the needs of the persons using those vehicles.
- b. When possible, multiple employees traveling to the same facility for meetings and other events should carpool.
- c. Employees should always take the shortest route possible to their next work stop. They should map out their workday to be fuel efficient (i.e. as little backtracking as possible).