MADISON METROPOLITAN SCHOOL DISTRICT

POLICY ENERGY MANAGEMENT **5XXX**

Energy Management Program

The Madison Metropolitan School District shall participate in an energy management program approved by the School Board. Energy management is necessary in order for the District to: minimize the impact that energy cost increases will have on the budget, maintain a reliable supply of energy to meet the functional needs of the District, ensure that energy is used efficiently, and to make sure our practices are held to an environmentally ethical standard.

Commitment on the part of the Board, Administration, District Staff, and Students is imperative to an effective energy management program. It will be the responsibility of each District employee to actively participate in conservation efforts in order to reduce. It will be the responsibility of the District to ensure that all staff and students receive relevant and important information regarding energy conservation practices and procedures.

This policy will serve as a guide for the District's plan to save energy, as we maintain a goal to save resources without impacting the educational mission of the District. The building Principal, Custodian, and Building Services Staff will share accountability for ensuring that this policy, and its associated guidelines are followed. All operations of District facilities will be governed by the energy management guidelines, and it is the intent of this policy that all staff of the Madison Metropolitan School District shall participate to ensure the success of this Energy Management Program. The guidelines that follow support this policy, and the intent of the guidelines should be followed. Any such changes will be noted and documented accordingly. The Assistant Superintendent for Business Services or designee and the operational support team will implement, direct, monitor, evaluate and report District energy conservation efforts to the Superintendent of Schools, or designee, who will communicate these efforts to the Board of Education.

MADISON METROPOLITAN SCHOOL DISTRICT

ENERGY MANAGEMENT ADMINISTRATIVE GUIDELINES

Guidelines

The following guidelines are to be adhered to as part of the District Energy Policy. It is understood however that due to the age and condition of certain facilities that there may be extenuating circumstances. Such cases will be reviewed by the Building Services staff on an individual basis and an appropriate guideline modification may be rendered and documented accordingly.

A. **Lighting**

1. Lighting schedules will be optimized to reduce usage.
2. Lights should be turned off when natural day lighting is adequate for learning.
3. Lights should be turned off when the last person exits the room for more than a 10 minute period of time. (Classrooms, offices, workrooms, etc.)
4. Cleaning staff should turn lights on only for the period when a specific area is being cleaned unless required for safety reasons.
5. Hallway lighting will be turned on upon school occupancy, and turned off as soon as the space is unoccupied where capable. Hall lights should remain on in areas of the building that are occupied after hours for egress purposes. In all other cases pass-through lighting should be utilized unless required for cleaning or safety reasons.
6. Where rooms have multiple lighting zones available via switching, only illuminate the occupied area where possible.
7. Where rooms have multiple lighting levels available via switching, choose a level of lighting that is adequate for the task.
8. Miscellaneous lighting (Display and accent lighting, marquee signs, etc.) should only be used when required.
9. Outdoor lighting will be turned off during daylight hours where photo-electric control is not available.
10. Lighting level capabilities will fall within the following MMSD standards based on the ranges in the following table (IES Standards shown for reference only):

Task Area	MMSD Standards (fc)	IES Standards (ft candle)
General Offices	30	30
Classrooms – General	45-50	30-50
Conference Rooms	30	30
Cafeterias – Dining	30-40	10-50
Gymnasiums	40-75	35-100
Corridors / Stairways / Restrooms	10-20	5-10
Storage Rooms	5-10	10-30
Parking Areas (Photo-eye control)	1-2	1-2

B. **Scheduling – Facility Use**

1. Scheduling use of school facilities outside of normal school hours, whether they are rentals or not, must be approved by the Assistant Superintendent for Business Services or designee. Furthermore, such scheduling requests should not be used as placeholders for "holding " an area so it cannot be scheduled.
2. Permits must be submitted to the Assistant Superintendent for Business Services or designee for approval a minimum of 5 business days in advance of the requested date for custodial and HVAC scheduling purposes.
3. The space requested will be considered based on the size of the group, function of the group, as well as other permit use in the building so that the associated HVAC equipment required for ventilation can be minimized. (Small group activities should

ENERGY MANAGEMENT ADMINISTRATIVE GUIDELINES

Guidelines

B. **Scheduling – Facility Use (continued)**

not be scheduled in large areas such as auditoriums and gymnasiums, unless the function of that group requires that space and the appropriate fees are assessed).

4. Summer school classes will be scheduled in areas of the building that would minimize the number of HVAC units utilized. Cooling may be provided at some level if available.
5. In general, mechanical cooling will not be provided for permit use outside of normal school hours. The Assistant Superintendent for Business Services or designee reserves the right to enable mechanical cooling in cases where renters are paying an appropriate fee, extreme weather conditions, equipment or materials concerns, or other reasons not listed above.
6. For summer cleaning, ventilation will be provided when required but mechanical cooling will not. The Assistant Superintendent for Business Services or designee reserves the right to enable mechanical cooling at any time due to extreme temperature or humidity conditions, equipment or materials concerns, or other reasons not listed above.

C. **Heating and Air Conditioning**

1. Staff and students are encouraged to wear weather-appropriate clothing.
2. Classrooms, school offices, administrative offices and other areas not specifically listed will have their thermostats set at 68-70 degrees for heating and 75-76 degrees for cooling during the occupied times. For unoccupied times, heating will be set at 60 degrees and cooling will not occur.
3. Auditorium thermostats will be set at 68-70 degrees for heating and 74-76 degrees for cooling (75-76 preferred, 74 ONLY if can't dehumidify) during the occupied times. For unoccupied times, heating will be set at 60 degrees and cooling will not occur.
4. Hallways, where controls are available, will be set at 68 degrees while enclosed vestibules, stairwells, mechanical/electrical rooms, elevator equipment rooms, unoccupied storage areas and similar unoccupied spaces will be adjusted to 60 degrees during the heating season.
5. Locker and shower rooms will be maintained at 70 degrees during the heating season.

NOTE: Minimum heating and maximum cooling set points will be observed where possible, depending on building recovery and dehumidification capability. The Building Services Supervisors may adjust set points and schedules outside the limits of the guidelines above to provide the best overall performance and safety of the HVAC system and the facility areas being served.

6. Operating schedules for the heating, ventilating, and air conditioning equipment will be optimized to minimize runtime. Units should be started as close to occupancy as possible and adjust accordingly with changes in the weather.
7. Gymnasiums, locker rooms, food service occupancies, mechanical/electrical rooms, unoccupied storage spaces, vehicle service and storage buildings, industrial/shop occupancies, utility buildings and similar areas will have heating and ventilation where required, but will not have mechanical cooling.
8. Economizer programs should be reviewed to allow for maximum free cooling while ensuring heating is not active if boilers are on.
9. Chiller systems operation will be optimized by schedule as well as a 60 deg outside air temperature enable. Initial Spring start-up of chillers and large compressors should be coordinated with Building Services to ensure they are done during off-peak hours.

ENERGY MANAGEMENT ADMINISTRATIVE GUIDELINES

Guidelines

C. **Heating and Air Conditioning (continued)**

10. Window air conditioners will not be allowed unless approved for use by Building Services. General allowances may include main offices and computer labs.
11. Window blinds should be adjusted, when and where appropriate, to allow the sun to warm the building during the heating season or to block out the sun during the cooling season.
12. Windows should be kept closed if the heating systems or mechanical cooling systems are in operation. Windows may be used if mechanical cooling is not available and the boilers in the building are off.
13. Classroom doors should be kept closed during heating season, or where mechanical cooling is available.
14. Staff should not obstruct ventilation ducts or return grilles with books, charts, furniture, plants or any other objects or materials.
15. Pool covers should be utilized at the end of each day until the next use. Exceptions must be approved by Assistant Superintendent for Business Services or designee.

D. **Computers/Office Machines**

1. Laminating machines, calculators, and other office and/or classroom equipment not requiring warm-up should be turned off after each use.
2. Copiers, monitors, printers, external speakers, smart-boards, televisions, projectors and other peripheral equipment should be turned off at the end of each day
3. Computers will be automatically shut down at the end of each day through the use of the existing district-wide computer management software.

E. **Food Service**

1. Run time of ovens, stoves, and fryers will be kept at the minimum levels.
2. Ventilation fans, ovens and other kitchen appliances should be shut off when their use is not required.
3. Walk-in freezers, walk-in coolers and large stand-alone freezers and coolers should be consolidated during summer months, operating the more efficient models where applicable and turning off the others where doing this is not detrimental to the equipment being shut off.

F. **Personal Appliances**

1. Personal appliances that are not part of the teaching curriculum should not be used, however small fans and radios are allowed if they can be plugged directly into an outlet (No extension cords), but must be turned off when not in use. All acceptable items must be UL Approved. Any questions should be directed to the Assistant Superintendent for Business Services or designee.
2. Portable space heaters are not allowed, as well as personal refrigerators, microwaves and coffee makers. This is a safety issue as all of these appliances require a dedicated circuit and using these appliances can cause circuit overloading.

ENERGY MANAGEMENT ADMINISTRATIVE GUIDELINES

Guidelines

These guidelines are to be adhered to as part of the District Energy Policy. Requests for exemption and/or complaints regarding these guidelines should be addressed in writing to the Assistant Superintendent for Business Services or designee, at which time the complaint or request for exemption will be taken under consideration. If the issue cannot be resolved while adhering to the energy policy, the Assistant Superintendent for Business Services or designee shall make the determination as to what action, if any, will be taken. The appeals process will follow the normal chain of command. Such cases will be reviewed on an individual basis and an appropriate guideline modification may be rendered and documented accordingly.