

MITCHELL COUNTY SCHOOLS

ENERGY CONSERVATION GUIDELINES

These guidelines provide the basis for a consistent and efficient energy conservation program. The guidelines are 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. 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.

GUIDELINES - COOLING SEASON

1. Thermostats will be set at 74 degrees except in gymnasiums and 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. Adjust blinds to shield out heat from the sun. Blinds should be slanted (inside edge up) away from you.
3. The air conditioning system will be scheduled to go off no more than 30 minutes after the end of the school day except in administrative and meeting areas.
4. Air conditioning in mobile classrooms shall be set at 74 degrees during the day and turned off at the end of the school day.
5. A member of the custodial staff shall be responsible for setting the thermostats in mobiles to 74 degrees each morning before teachers arrive.

GUIDELINES - HEATING SEASON

1. Thermostats will be set at 70 degrees except in gymnasiums and storage areas where settings will be lower (68 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. Close blinds (inside edge down) when leaving classrooms or other areas of the building at the end of the day. 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 (55-60 degrees) no more than 30 minutes after the end of the school day except in administrative and meeting areas.
4. Heat in mobile classrooms shall be set at 70 degrees during the day and turned to 55 degrees at the end of the day.
5. A member of the custodial staff shall be responsible for setting thermostats in the mobiles to 70 degrees each morning before teachers arrive.
6. **DO NOT** use electric space heaters.

GUIDELINES - HVAC GENERAL

1. Keep all doors and windows to classrooms and offices closed when air conditioning or heating equipment is running.
2. Report cooling and heating problems to maintenance when temperatures move significantly outside the established range.
3. Keep HVAC filters clean. Check, clean and replace as necessary.
4. 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.
5. Do not block HVAC vents or thermostats with furniture, equipment, books, etc.
6. 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.

GUIDELINES -LIGHTING & MISCELLANEOUS

1. Minimize after hours, night, week-end and holiday use of facilities.
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. Turn off unnecessary lights in unoccupied areas.
6. Keep light fixtures and windows clean. Dirt and grime significantly reduce light output.
7. Turn off cafeteria booster heaters at the end of each school day.
8. Check for and report promptly to maintenance any leaking faucets, tanks, pumps, pipes, etc.
9. Turn off lights, computer processors, monitors, printers, copy machines, laminating machines, etc. at the end of the school day. **This does not include servers and network printers.**
10. 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 week-ends and holidays.

APPLIANCES IN THE CLASSROOM

The placement and use of appliances such as microwave ovens, toaster ovens, coffee pots, hot plates, and refrigerators in classrooms are strongly discouraged. Safety concerns, potential overload of electrical systems, and reduced energy consumption are the basis for this recommendation.

It is recommended that all personal appliances be removed from schools and that appropriate appliances are placed in teacher lounges. In addition to improving safety and reducing energy consumption, this action could lead to a positive underwriting decision. A positive underwriting rating will lead to better insurance coverage and lower insurance rates.

To view the position statement on APPLIANCES IN CLASSROOMS from the NCDPI, School Insurance, Division of School Support, visit www.ncpublicschools.org.