

Suwannee District School Utility Conservation Plan 2013



**SUWANNEE DISTRICT SCHOOL
UTILITY CONSERVATION PLAN
2013**

Staff Procedures

1. Operations and Maintenance Standards

- A. Heating and Cooling Set Points for the HVAC Systems.
 - 1. Classroom and office area: 68 degree heating, 75 degree cooling.
 - 2. Lunchrooms and Auditoriums: 68 degree heating, 75 degree cooling.
 - 3. Turn the air conditioning off in unoccupied areas.
- B. Operating Schedule for the HVAC and Lighting Systems
 - 1. Monday-Friday: HVAC schedules are based on staff contract work times.
 - 2. After school and weekend: HVAC are provided for academic event's only.
 - 3. Heating and cooling systems will not be enabled during non-school hours except as scheduled.
 - 4. Professional development days, HVAC system will only be enabled in occupied areas to the minimum extent necessary.
 - 5. The HVAC system shall not operate during school breaks and holidays.
 - 6. The lights will be off in all areas that are not being occupied.
 - 7. Circulating pumps will be turned off evening and weekends, and water heaters will be turned off over the school breaks.
- C. Exceptions to the Operating Schedule for HVAC and Lighting Systems
 - 1. Summer school and before and after school activities will be concentrated to occupy the minimum number of buildings, building areas, and rooms.
 - 2. Portables are an exception.
- D. Operating Practices for Energy
 - 1. Staff and students are responsible for turning off lights, closing windows, doors, drawing the blinds or drapes at night.
 - 2. Unoccupied areas will not be heated, cooled, and all lights will be turned off.
 - 3. Outside lights should be turned off during daylight hours.
 - 4. All office and classroom electrical equipment (copy machines, printers, coffee pots, lamps, TV's projectors, etc.,) shall be turned off each night.
 - 5. Computers shall be turned off after school unless required to run over night for District/school business and monitor sleep mode shall be enabled.
 - 6. Personal electrical appliances are only permitted for school related purposes.
 - 7. Vending machines will operate with lighting turned off. Vending machines shall be unplugged during school breaks of four days or more and /or operated with energy savings devices.
 - 8. During summer breaks, food from District refrigerators and freezers shall be consolidated into the smallest space necessary. Refrigerators and freezers not being used shall be cleaned and turned off/unplugged.

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9. School gardens, landscaped areas, lawns, and not-scheduled fields shall not be mechanically irrigated unless the area is being established. Landscaped areas shall be planted with drought tolerant species. School gardens, landscaped areas may be irrigated with drip systems or soaker hoses.
10. Scheduled fields shall be mechanically irrigated; watering systems shall only operate at night.

E. Maintenance Practices

1. Perform scheduled maintenance on HVAC units.
2. Failed outside lights photocells shall be assigned emergency work order status.
3. Condensate systems and boiler loop leaks shall be assigned emergency work order status.
4. Maintain boilers monthly, and detail tune-up annually.

2. Facility Design, Products, and Equipment Procurement

- A. Buildings and grounds shall be designed and construction to minimize operational utility resources. Design decisions shall recognize the life cycle cost with the operation and maintenance budget identified prior to construction.
- B. All contracts, RFPs, or bid documents, etc., that involve the building envelop, HVAC system, shall be reviewed by Facilities Energy Management to assess energy conservation measures.
- C. The District shall evaluate the cost effectiveness of procuring high efficient products and equipment.

3. Education, Outreach, and Training

- A. Provide annual conservation training, for District staff members with responsibilities over the utility resources.
- B. Provide utility data to senior staff, principals.
- C. Promote conservations programs in the schools.
- D. Model conservation and recycling in the classroom.

4. Monitoring and Updates

- A. Energy Reduction Tracking Data
 1. Usage by school/administrative sites.
 2. Historical usage.
 3. Maintainable square footage by school/administrative sites.
 4. Quarterly reports by school/location on reduction status.

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5. Program Oversight

1. Conduct periodic walk-through of schools/administrative sites for compliance (school and district administrators are encouraged to make periodic walk-throughs as well).
2. Consult with the Facilities Director or Facilities Assistant for assistance as required.

6. Tools for Schools

- A. Utility Conservation Plan
- B. Checklist by area.

7. Schools/Administrative Sites Opening and Closing Checklists (attached)

- A. Fall Start-up Checklist (for School Sites)
- B. Winter Break Shutdown Checklist (for School Sites)
- C. Spring Break Shutdown Checklist (for School Sites)
- D. Summer shutdown checklist (for School Sites)
- E. Shutdown Checklist for Breaks and summer (for staff).

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FALL START-UP CHECKLIST
(For School Sites)

HVAC SYSTEMS

- Scheduled Events - **STDR (Seasonal Time Demand Rate)** – Schedule events before 3:00 – after 6:00 during the Months of **June** thru **September**.

LIGHTING

- Keep unneeded lights off at all times
- Do not turn on corridor and display light until students return.

OTHER

- No Personal Appliances
- No Plug in Air Fresheners

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**WINTER BREAK SHUTDOWN CHECKLIST
(For School Sites)**

HVAC SYSTEMS

- Thermo Stats – Set back Thermo States before leaving on Winter Break.

LIGHTING

- Turn off all exterior lights unless needed for safety issues.
- Turn off interior lights. Only use lighting where you are working. Remember to shut them off when moving to a different area.
- Keep hallway lights off unless you are working in the hallways.
- Turn off all display case lights.

BUILDING ENVELOPE

- Close window blinds and close drapes to keep building temperature regulated.
- Tightly close all exterior doors and windows.

OTHER

- Turn off or unplug vending machines.
- Remove all portable space heaters. This includes personal staff heaters. (See attached memo).
- Unplug scanners and printers that will not be used.
- Turn off computers and computer monitors that will not be used, especially in computer labs.

DOUBLE-CHECKS

- No Personal Appliances
- No Space Heaters

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SPRING BREAK SHUTDOWN CHECKLIST
(For School Sites)

HVAC SYSTEMS

- Thermo Stats – Set back Thermo States before leaving on Spring Break.

LIGHTING

- Turn off all exterior lights unless needed for safety issues.
- Turn off interior lights. Only use lighting where you are working. Remember to shut them off when moving to a different area.
- Keep hallway lights off unless you are working in the hallways.
- Turn off all display case lights.

BUILDING ENVELOPE

- Close window blinds and close drapes to keep building temperature regulated.
- Tightly close all exterior doors and windows.

OTHER

- Turn off or unplug vending machines.
- Remove all portable space heaters. This includes personal staff heaters.
- Unplug scanners and printers that will not be used.
- Turn off computers and computer monitors that will not be used, **especially in computer labs.**

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**SUMMER SHUTDOWN CHECKLIST
(For School Sites)**

HVAC SYSTEMS

- Scheduled Events - STDR Rate – Schedule events before 3:00 – after 6:00 during the Months **June** thru **September**.

LIGHTING

- Turn off all exterior lights unless needed for safety issues.
- Turn off interior lights. Only use lighting where you are working. Remember to shut them off when moving to a different area.
- Keep hallway lights off unless you are working in the hallways.
- Turn off all display case lights.

BUILDING ENVELOPE

- Turn window blinds so the underside of the blade faces in and close drapes to keep building cool.
- Check weather stripping on exterior doors. Submit work order if repairs are necessary.

OTHER

- Empty all refrigerators and freezers and shut off. Remember to keep the doors open.
- Turn off any ice machines.
- Remove all portable space heaters. This includes personal staff space heaters.
- Unplug scanners and printers that will not be used.
- Turn off computers and computer monitors that will not be used, **especially in computer labs**.

DOUBLE-CHECKS

- Throughout the summer, pay attention. Turn off lights when they are not needed, listen for fan motors running, etc.

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**SHUTDOWN CHECKLIST FOR BREAKS AND SUMMER
(For Staff)**

LIGHTING

- Turn off all lights in your area, including display and task lighting.
- Be sure that lights in closets, storage areas, and back rooms are off.
- If you work through summer break, only turn on lights in the area you are actively working in. Remember to turn off all lights when you leave space.

PERSONAL APPLIANCES

- Empty ALL food refrigerators, including those in classrooms that are permitted, staff lounges, health centers, home economics rooms, etc. Be sure to unplug them and **leave the doors open.**
- Remove all portable space heaters; unplug printers, copiers, scanners, speakers, and other electronic devices.
- Turn off computers and monitors. If your computer turns on automatically, be sure that this feature is disabled during break.

BUILDING ENVELOPE

- Shut all windows and doors.
- Close all blinds and drapes to keep building temperature regulated.

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Electrical use information is available to each (Principal) site through our web-based utility tracking software called Schooldude. This report shows electrical (KWH) usage from fiscal years 2010 through 2013 (current). On the web, type in address <http://utilitydirect.schooldude.com/> and enter 3315225 as User Name and Password to login.

Once you login, you will see a section called Favorite Reports. **Select Yearly Buildings Use comparison [BR12]** from this section. Choose one of the selections to bold print:

- Building Types – **(all)**
- Utility Type – **Electric**
- Unit – **KWH**
- Years – **2010** [multiple years can be selected by holding the “Ctrl” key while
Selecting years]
- Building Zone – **(none)**

After making these selections, you will need to click on the Next>button. This will bring you to a screen that lists all of our school buildings. Select your school and click Run Report.

Now you have a way to track your school’s electrical usage. This will show if your efforts to reduce electrical usage, is working. For additional information contact the Facilities Assistant at 386-647-4159.