

 Tucson, Arizona <b>POLICY REGULATION</b>	REGULATION TITLE: Energy Conservation Practices – Temperature Controls
	CODE: ECF-R2
	LEAD DEPARTMENT: Engineering, Facilities, and Planning

This regulation constitutes the second (2<sup>nd</sup>) program to implement the Board Policy ECF. The procedures are divided into six (6) major areas of focus listed below.

### MISSION

To create a healthy and comfortable learning environment in all District facilities while controlling energy consumption and diverting the saved utility costs.

To promote increased awareness among students, staff and members of the community to practice better environmental and economic stewardship.

### ORGANIZATION

The Chief Operations Officer will serve as the Superintendent’s designee to implement the Energy Conservation Practices -Temperature Controls. The Chief Operations Officer will promote the ECF-R2 mission and goal. Progress will be monitored by the Chief Operations Officer who will recognize achievements and recommend policy changes as needed.

### GENERAL ENERGY CONSERVATION PRACTICES

1. Classroom and exterior doors will remain closed when cooling and heating equipment are in operation.
2. Doors between heated/air-conditioned spaces and non-heated/non-air-conditioned spaces will remain closed at all times.
3. Lights will be shut off unless definitely needed. Lights not only consume electricity, but also give off heat which, in turn, places an additional load on the air-conditioning equipment and increases the use of electricity necessary to cool the room.
4. Exhaust fans will be turned off every day and during unoccupied hours.
5. Whenever possible, individual comfort levels will be managed with appropriate warm or cool clothing, as conditions dictate.

### HEATING AND COOLING

The district will endeavor to provide a comfortable learning environment for students and staff. Recognizing that space temperature is a major factor in energy consumption, the district will follow these guidelines in facilities where technology is available:

1. Heating season set points include the following:
  - a. Occupied – 70 degrees
  - b. Unoccupied winter – 55 degrees
  - c. Unoccupied spring/fall – turned off (weather permitting)
2. Cooling season set points include the following:
  - a. Occupied – 76 degrees
  - b. Unoccupied – 85 degrees
  - c. Unoccupied summer – turned off (weather permitting)

Set-points may be changed only with prior approval from the Chief Operations Officer to accommodate uneven temperature conditions or changes in space usage.

#### STRATEGIES FOR CHANGE

1. The unoccupied time begins when the students and staff vacate the area for the day.
2. Outside air dampers will be closed during unoccupied times.
3. When the temperature is such that cooling is needed at the beginning of the school day, the start time for air-conditioning equipment at each campus should be set as late as possible while still allowing time to cool the building to guideline temperature by the start of classes.
4. The air-conditioning equipment shall be turned off at the approximate one hour prior to site building being unoccupied.
5. The administrator, in coordination with the Chief Operations Officer or his/her designee, will be expected to devise a plan for turning the air-conditioning units on in phases to prevent overloading the system, which occurs when all units are turned on at the same time. When restarting equipment, building recovery time will be taken into consideration.
6. Air-conditioning will not be used in buildings during the summer unless the facilities are being used for summer school, team cleaning, weekend programs, and rentals.
7. Non EMCS controlled air-conditioning and heating systems (stand alone programmable thermostats), shall not be turned on until 6:00 AM each morning.
8. Set point can only be changed by the Chief Operations Officer and/or designee.
9. Any type of heating and cooling unit will have a 4 degree dead-band between heating and cooling modes.

## WAIVERS FROM ENERGY CONSERVATION PRACTICE COMPLIANCE

A waiver request form can be obtained from one of the appropriate departments listed below:

- Student Health Reasons
  - Exceptional Education – Executive Assistant
  - Student Health Services - Coordinator
  
- Staff Health Reasons
  - Human Resources - ADA Coordinator for Staff
  
- All Other Reasons
  - Risk Management – Coordinator (for Safety Reasons)
  - Operations Office (for all other reasons)

A waiver request form must contain supporting documentation and signatures from the parent or employee, the Site Administrator, and a designee from one of the departments listed above.

Reviewed: June 5, 2009 (Friday Report)

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