

The district is committed to, and responsible for, a safe and healthy learning environment and every person is encouraged to become an “energy saver.”

- The custodial staff is responsible for control of common areas, i.e. lights in hallways, dining areas, etc.
- College Police and custodial staff are responsible for verification of the nighttime shutdown.
- The consulting energy manager provides regular (at least semiannually) program update reports to district and college administration.
- The consulting energy manager has the authority to enter all district facilities, without prior notice, in order to perform routine audits. Audit results will be communicated to the appropriate personnel.
- The consulting energy manager is responsible for indirectly making adjustments to the district’s energy management system (EMS), including temperature settings and run times for heating, ventilation and air conditioning (HVAC), and other controlled equipment. The energy manager provides monthly energy savings reports to the director of facilities detailing performance results.
- Administration will regularly communicate the importance and impact of the energy conservation program to its internal and external constituents
- To complement the district’s behavioral-based energy conservation program, the district shall strive to have a preventive maintenance and monitoring plan for its facilities and systems, including HVAC, building envelope, and moisture control.

## 1. General

- 1.1. Classroom doors shall remain closed when HVAC is operating. Ensure doors between conditioned space and non-conditioned space remain closed at all times (i.e. between hallways).
- 1.2. Proper and thorough utilization of data loggers will be initiated and maintained by the energy manager to monitor relative humidity, temperature, and light levels throughout campus buildings to ensure compliance with procedures.
- 1.3. All exhaust fans should be turned off daily where applicable.

- 1.4. All computers should be turned off each night. This includes the monitor, local printer, and speakers. Network (i.e. LAN) equipment and computers that are required to run lighting, HVAC equipment, irrigation controllers, etc. are excluded.
- 1.5. All capable personal computers should be programmed for the “energy-saver” mode using the power-management feature. If network constraints restrict this, ensure the monitor “sleeps” after ten minutes of inactivity.

**2. Cooling Season Thermostat Set Points: Occupied–74-78°F, Unoccupied–85°F**

- 2.1. Occupied temperature settings shall not be set below 74°F.
- 2.2. During unoccupied times when the buildings are not in use, the air conditioning shall be off (data centers and computer labs are excluded).
- 2.3. Air conditioning start times may be adjusted (depending on weather) to ensure instruction-room comfort when instruction begins.
- 2.4. Ensure outside air dampers are closed during unoccupied times where feasible.
- 2.5. Relative humidity levels shall not exceed 60 percent for any 24-hour period.

**3. Heating Season Set Points: Occupied–68-72°F, Unoccupied–55°F**

- 3.1. Occupied temperature settings shall not be above 72°F.
- 3.2. The unoccupied temperature setting shall be 55°F (i.e. setback). This may be adjusted to a 60°F setting during extreme weather.
- 3.3. The unoccupied time shall begin when the students leave an area.
- 3.4. During the spring and fall when there is no threat of freezing, forced air heating systems should be switched off during unoccupied times. Hot-water heating systems should be switched off using the appropriate loop pumps where and if applicable.
- 3.5. Ensure all domestic hot water systems are set no higher than 120°F or 140°F for cafeteria service.
- 3.6. Ensure all domestic hot-water recirculating pumps are switched off during unoccupied times where and if applicable.
- 3.7. Ensure a 6°F dead-band between heating and cooling modes for heat pumps where and if applicable.

**4. Lighting**

- 4.1. All unnecessary lighting in unoccupied areas will be turned off. Faculty and staff members should make certain lights are turned off when leaving the instruction room or office when empty. Utilize natural lighting where appropriate.
- 4.2. All outside lighting shall be off during daylight hours.

- 4.3. Gymnasium lights should not be left on unless the gymnasium is being utilized.
- 4.4. All lights will be turned off when students and staff leave for the day as allowed by the lighting programs for each building. Custodial staff will turn on lights only in the areas in which they are working.
- 4.5. Refrain from turning lights on unless definitely needed. (Lights not only consume electricity but also give off heat, which places an additional load on the air conditioning equipment. This increases the use of electricity necessary to cool the room).

## **5. Water**

- 5.1. Ensure all plumbing and/or intrusion (i.e. roof) leaks are reported and repaired immediately.
- 5.2. Ground watering should only be done per the local water district requirements.
- 5.3. When spray irrigating, ensure the water does not directly hit the facility or run off to the storm drains.
- 5.4. Consider installing water sub-meters on irrigation and cooling tower supply lines to eliminate sewer charges.

The district encourages the adoption, observation, and implementation of these procedures as provided; however, these procedures are not intended to be all-inclusive and may be modified for local conditions.