

	<p style="text-align: center;">Energy Management Plan</p>	<p style="text-align: center;">Policy 17.0</p>
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## Detailed Energy Policy and Implementation Plan for GISD.

This program is designed to reduce energy and natural resource consumption. Implementation and success of this Resource Conservation Plan is a joint responsibility of administrators, teachers, students, and the community. Cooperation of each of us is essential for success. This plan calls for a people-oriented approach, supported by a building control system for management based on the following considerations:

- Every employee and student are expected to contribute to the District's efforts to conserve energy and natural resources. Every person will be expected to be an "energy saver" as well as an "energy consumer."
- All unnecessary lighting in unoccupied areas must be turned off. All Faculty and Staff are asked to turn on lights only in the areas in which they are working. All lights will be turned off when all occupants leave school. Custodians will turn on lights only in the immediate area in which they are working. Safety lighting will be held to the minimum level necessary for safe passage.
- Computers, copy machines, and all other office equipment are expected to be used at their most efficient level.
- The Custodians at each school or building will be responsible for complete and total shutdown of the facility when students are not present. A checklist of items to consider will be available.
- A school closure of two or more days will be viewed as an "energy conservation opportunity". The HVAC and Lighting Control system and onsite custodians will jointly be responsible for the complete and total shutdown of the school building when closed for weekends, and during extended vacation (winter break and spring break). A checklist of items to consider will be available.
- Heating and cooling levels guidelines are established as listed below.

### Guidelines for Operating Lighting Equipment

- 1) Lights in classrooms should not be turned on unless definitely needed. In classrooms with lighting levels, the light can be adjusted to the task. Teachers are asked to make certain that lights are off when leaving the classroom, **even for a short period of time**. In facilities that are more modern, the rooms are equipped with occupancy sensors that will turn off lighting automatically after a specific amount of time.
- 2) Gymnasiums and multi-purpose rooms and cafeteria lights should not be left on unless they are being utilized or going to be used within 15 minutes. High intensity discharge lighting (HID) will have to be considered on a per school basis.
- 3) All outside lights should be turned off during daylight hours. (HVAC Supervisor will be responsible for adjusting schedules on the HVAC and Lighting Control system. Outdoor solar lights will be turned off and on with photocell technology.

4) Hallway and "commons" lighting should be turned off at the end of the instructional day. Campuses that are equipped with lighting controls such as a Wattstopper system, will have the lights in hallways shut off automatically once programmed with specific time of day.

5) Night Custodians should turn lights on only in their work area.

## **Guidelines for Operation of Heating, Ventilating and Air Conditioning (HVAC) Systems**

### **General Guidelines:**

1) HVAC systems should always be operated in the most economical and efficient way possible and only for the amount time required to provide the required climate for a specific activity. In the fall, heating equipment will be ready to be turned on as needed. All air conditioning will be turned off as needed.

2) HVAC Supervisor should monitor weather reports. It is their responsibility to make adjustments to the HVAC control system schedules and the district energy management system to compensate for changes in the weather, i.e., boilers and fans should start later when weather is warmer and earlier when weather is cold and windy. This adjustment is not required in buildings that have automatic optimization time control systems.

3) When the temperature is expected to change the HVAC control system schedules will and can be adjusted..

4) Every opportunity to decrease HVAC/Lighting system operating times should be considered by the HVAC Supervisor. For example, the heating system requirements should be reduced on days of early dismissal, cancelled school, inclement weather days, and cancelled games and activities.

5) If below-freezing weather is predicted or occurs over a weekend, holiday or vacation period, the HVAC Supervisor is responsible to verify that adequate minimal night low limit heating is being maintained to protect the building and contents.

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### **References:**

PSFA:  
NM State Statute

<b>Original Date</b>	<b>MM/YY</b>
<b>Review/Revision Date</b>	<b>11/08/2023</b>
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**School Days:**

1) On regular school days, the HVAC Control system should be adjusted to provide the following temperatures from the time of teaching staff occupancy to the time of last class dismissal in the majority of classrooms in the buildings. Temperatures are measured four feet above floor level on either the wall opposite the heating unit or in the center of the room.

Classrooms (grades 4-12) 70-73 degrees F.

Classrooms (grades K-3) 70-73 degrees F.

Gymnasiums & Locker Rooms 70-73 degrees F.

Offices 70-73 degrees F.

School Shops 70-73 degrees F.

Halls 70-73 degrees F.

Kitchens & Cafeterias 68-72 degrees F.

2) Acceptable temperature deviation from set point is plus or minus 2 degrees F.

3) During heating season: After class or activity hours, all areas should be set back to a target night low limit setting of 60 degrees F and high limit of 85 degrees F. Outside night low limit sensors should be set to provide an inside night low limit temperature of 60 degrees F or better.

4) All doors and windows should remain closed during all seasons to ensure optimized HVAC operation. Systems are equipped with fresh air intakes that will automatically open and close to adjust levels of fresh air. These intakes operates through the HVAC Control system and also ensure that carbon monoxide levels do not reach dangerous levels.

**School Vacation Days (Winter, Spring, Summer), Weekends and Holidays:**

1) On vacation days, weekends and holidays during winter season when school is not in session, the entire building shall be operated on a target night low limit setting of 60 degrees F and high limit of 85 degrees F.

2) On workdays when school is not in session, the entire building shall be operated on a target night low limit setting of 60 degrees F and high limit of 85 degrees. Outside night low limits sensors should be set to provide an inside night low limit temperature of 60 degrees F or better.

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Variations for working staff comfort can be made via over-ride controls for specific zones and lengths of time, with temperature not to exceed 72 degrees F.

3) If offices are occupied by regularly assigned staff, zoning shall be used in lieu of operating the central heat plant. Maximum thermostat settings for zoned areas shall be the same as school day operation.

4) Normal heat and ventilation may be provided for scheduled activities and athletic events. If possible, only the area of the activity should be heated and ventilated, and temperature maximums shall be the same as a regular school day.

5) All other energy uses must be approved in advance by the school administration in coordination with the HVAC Supervisor.

### **Guidelines for the Operation of Domestic Hot Water Heaters**

School Days:

1) Thermostats for hot water heaters will be set so water temperature at all sinks will not exceed 110 degrees F.

2) Thermostats for hot water heaters that service kitchens will be set at 140 degrees F.

### **Personal Equipment:**

**Personal equipment such as refrigerators, microwaves, space heaters, toaster/toaster ovens etc. are not allowed in classrooms except as per a formal 504 accommodation, or as the exception listed below.** Understandably staff need to keep lunch cold and or heat up lunches. Thus, schools have staff/faculty lounges that can be equipped with the equipment aforementioned. Since not every staff member has easy access to the lounge for a variety of reasons, the following is considered the exception for equipment in the classroom:

**In coordination with administration at each site, the maximum number of personal refrigerators, microwaves, etc. at each campus should be one per grade level or one or two per building in the larger schools. Administration has the authority to make adjustments for student and staff health needs.**

Reviewed and updated November 8, 2023  
By NV, JC, GH, SS, DE, JA

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