

ENERGY CONSERVATION

Recognizing that energy conservation is the responsibility of everyone associated with the Ellsworth School Department (ESD), the Ellsworth School Committee is committed to providing students with the best possible learning environment while ensuring energy conservation and preservation.

The ESD shall adhere to the following energy-conserving procedures:

Specific Responsibilities:

- Building Administrators (BAs) will assign an Energy Manager (EM) for their respective buildings and surrounding areas;
- BAs and EMs will routinely observe temperature and light levels throughout their building to ensure energy conservation while providing sufficient heat and light in all student areas;
- The EM will:
 - perform routine audits as well as spot checks; and
 - communicate these results to the BA.
- Teachers are responsible for implementing this Administrative Procedure during the time they are present in their teaching area;
- Every person is expected to be an “energy saver” as well as an “energy consumer”.

General:

- Classroom doors shall remain closed when HVAC is operating.
- Doors between conditioned spaces and non-conditioned spaces shall remain closed at all times.
- Exhaust fans shall be turned off during unoccupied hours.
- All office machines (copy machines, laminating equipment, etc.) shall be powered down, or turned off, during non-school hours. **NOTE:** Fax machines should remain on.
- All computers and peripherals shall be turned off each night. **NOTE:** Network equipment and Xerox wax color printers (Phasers) are excluded.
- Whenever possible all computers shall be programmed for the “energy saver” mode using the power management feature. If network constraints restrict this feature, the monitor shall be programmed to “sleep” after 10-minutes of inactivity.

Heating:

- Occupied area temperature setting shall NOT exceed 72° F.
- The unoccupied temperature setting shall be 55° F (i.e. setback). During extreme cold weather, this may be adjusted to 60° F at the discretion of the BA or the EM.
- The unoccupied time shall begin when the students leave that area.

Lighting:

- All unnecessary lighting will be turned off.
- When exiting an empty classroom teachers shall ensure all lights are turned off.
- Wherever possible, natural lighting will be utilized instead of artificial lighting.
- Artificial lighting will be used only when absolutely necessary.
- Custodians shall use artificial lighting in only active work areas.
- All outside lighting shall be off during daylight hours.

Adopted: **January 10, 2006**

Revised: **November 7, 2006** (formatting, grammar only)