

# Palmyra Area School District

SECTION: PROPERTY

TITLE: ENERGY CONSERVATION POLICY

ADOPTED: November 9, 1995

REVISED: June 11, 2009

712. ENERGY CONSERVATION POLICY	
1. Purpose	The School Board of the Palmyra Area School District set these guidelines to ensure effort is made to conserve energy and natural resources while exercising sound financial management.
2. Authority	The implementation of this policy is the joint responsibility of the administration, teachers, students, support personnel, and community members using district buildings. Success is based on cooperation at all levels. ( <i>The Board will assign an Energy Manager to assist in the implementation of this policy. The Supervisor of Buildings and Grounds will directly supervise the Energy Manager. An energy team will be established to oversee and monitor the program.</i> )
3. Guidelines	<p>The district will maintain accurate records of energy and utility consumption and the costs thereof and will provide information to the local media on the goals and progress of the energy conservation program.</p> <p>The building principal will be accountable for energy management on his/her campus (with energy audits being conducted and conservation program outlines being updated by the Energy Manager). Judicious use of the various energy systems of each campus will be the joint responsibility of the Energy Manager and Maintenance staff to ensure energy posture is maintained on a daily basis.</p> <p>To ensure the overall success of the energy management program, the following specific areas of emphasis will be adopted:</p> <ol style="list-style-type: none"><li>1. All district personnel will be expected to contribute to the energy efficiency in our district.</li><li>2. Building users which are not directly a Palmyra Area School District Education entity will participate in the utility costs of the building by paying a surcharge which will be determined annually by the administration and approved by the Board.</li><li>3. Doors will be kept closed except for the purpose of entering or exiting.</li></ol>

4. Windows in buildings with energy management systems will be kept closed.
5. Lighting will be turned off when not in use (where automatic systems are not in use).
6. Lighting levels will be operated at the appropriate level for the activity of the space.
7. Notification shall be made in writing by the principal or their appointed representative of system malfunctions.
8. Planning summer and holiday activities with the expectation of using the least natural resources.
9. Application of a summer “shut-down” program where unused appliances are set to energy-saving levels or turned off.
10. Maintaining temperatures within the ranges established. Tampering with HVAC devices to circumvent these ranges will not be accepted. The inability of mechanical systems to meet this requirement will be addressed as a high priority problem:

a. Heating Season – Occupied:

- |                     |                   |
|---------------------|-------------------|
| 1. Classrooms       | 68 – 72 degrees F |
| 2. Offices          | 68 - 72 degrees F |
| 3. Shower Rooms     | 72 - 76 degrees F |
| 4. Halls and Stairs | 63 - 67 degrees F |
| 5. Auditoriums      | 68 - 72 degrees F |
| 6. Gymnasiums       | 65 - 68 degrees F |
| 7. Swimming Pool    | 83 - 87 degrees F |

b. Heating Season – Unoccupied:

- |               |                   |
|---------------|-------------------|
| 1. All spaces | 60 - 65 degrees F |
|---------------|-------------------|

c. Occupied air conditioned spaces during the cooling season:

- |               |           |
|---------------|-----------|
| 2. All spaces | 74 - 77 F |
|---------------|-----------|

d. Unoccupied air conditioned spaces during the cooling season:

1. All mechanical cooling equipment shall be turned off or to an unoccupied mode when the space it serves is unoccupied for more than a few hours.

4. Delegation of Responsibility

The School Board of the Palmyra Area School District directs the Superintendent and/or his/her agents to develop short and long-range strategies in the areas of facilities management and preventative maintenance.