



Santa Ana Unified School District

ADMINISTRATIVE REGULATION NO: 3511

EFFECTIVE: 05/28/2018

REVIEWED: 05/11/2018

SUBJECT: Energy and Water Conservation

CATEGORY: Business and Non-Instructional Operations

RESPONSIBLE OFFICE(S): Facilities and Governmental Relations)

SCOPE:

The District endeavors to conserve resources and shall address energy and water usage at each site. In the development of the district's resource management program, the Superintendent or designee shall analyze and review the lighting; heating, ventilation, and air conditioning systems; water heaters; electrical equipment and appliances; water use and irrigation; and solid waste and recycling systems. The following district operations shall be incorporated into the district's resource management program:

1. Educational programs
2. Classroom and building management and maintenance
3. Food services and equipment maintenance
4. Landscaping
5. Transportation services and maintenance
6. New construction
7. Administrative operations
8. Use of facilities by outside groups

PROCEDURES AND GENERAL INFORMATION:

The facility administrator is responsible for the total energy usage of his/her facility.

The Energy Manager is responsible for regular energy audits and corresponding actions taken, and an annual report to the Board

The Energy Manager is responsible for the District's Energy Management System (EMS), including temperature settings and run times for heating, ventilation and air conditioning (HVAC) and other controlled equipment.

Administration will regularly communicate the importance and impact of the energy conservation program to its internal and external constituents.



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Understanding there may be reasons for flexibility in these guidelines, they shall be the main rules for usage of all of our energy consuming equipment. Such flexibility must be approved by (Superintendent – Assistant Superintendent – Director M & O) on a case by case basis:

Instruction room doors shall remain closed when HVAC is operating. Ensure doors between conditioned space and non-conditioned space remain closed at all times

All exhaust fans should be turned off daily upon the end of activities in each area.

All office machines (copy machines, laminating equipment, etc.) shall be switched off each night and during unoccupied times.

All personal computers (PC), computer monitors, local printers, and speakers should be turned off each night and unplugged during vacations lasting over 1 week. An exception shall be made for computers when software updates are needed. Network equipment is excluded. The sleep set points should be after 5 minutes of inactivity for all screens (monitors) and 15 minutes for hard drives.

All capable PC's should be programmed for the "energy saver" mode using the power management feature.

HVAC:

The Governing Board has adopted the following set points for HVAC:

Cooling season occupied set points74 – 78

Heating season occupied set points.....68 – 72

Unoccupied set points.....55°F - 95°F

During unoccupied times, the air conditioning equipment shall be off, with the exception of network server rooms. The unoccupied period begins when the students leave the area at the end of day. It is anticipated that the temperature of the instruction room will be maintained long enough to afford comfort for the period the staff remains in the instruction room after the students have left.

Air conditioning start times may be adjusted (depending on weather) to ensure instruction room comfort when instruction begins.

Air conditioning systems shall have a one hour override capacity to be utilized in the case of periodic school events occurring after school hours.



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Air conditioning should not be utilized in facilities during the summer months unless the facilities are being used for summer school or year-round school.

Ensure all domestic hot water systems are set no higher than 120°F or 140°F for cafeteria service.

Ensure all domestic hot water re-circulating pumps are on timers and switched off during unoccupied times.

Lighting:

All unnecessary lighting in unoccupied areas will be turned off. Staff should make certain that lights are turned off when leaving the instruction room or office when empty. Utilize natural lighting where appropriate.

All outside lighting shall be off during daylight hours.

Gym lights should not be left on unless the gym is being utilized.

All lights will be turned off when students and staff leave for the day. Custodians will turn on lights only in the areas in which they are working.

Water:

Grounds watering should only be done between 2AM – 7AM with the exception being during the germinating process.

All car wash fundraisers shall be suspended due to the State-wide drought emergency. If car wash fundraisers are allowed to resume following the conclusion of the drought emergency, all events shall have water hoses equipped with a spray nozzle that shuts off automatically to reduce water waste, which is the law. (California Code, Water Code - WAT § 366)

When allowable by ordinance, car wash fundraiser staff shall:

- Look for a location where the run off can be disposed of without it entering a storm drain, such as a lawn.



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- Seal off the catch basin and pump the water to a vegetated area or lawn.

Swimming Pools:

Temperatures to be kept between 78°F - 82°F, and all pool covers must be used daily.

The following shall also be reviewed in order to ensure that they further the District's energy and water conservation program:

- 1) Educational programs for employees and students
- 2) Classroom and building management and maintenance
- 3) Food services and equipment maintenance
- 4) Landscaping selection and irrigation
- 5) Transportation services
- 6) New construction and modernization

To enlist the support which is essential to the success of the energy management plan, principals and supervisors shall:

- 1) Solicit input from staff, students and parents/guardians related to district energy and water use
- 2) Give recognition to those who reduce energy and water use.

DESIRED OUTCOME:

To make it a priority to utilize the cheapest, cleanest, and most reliable energy technologies available. Energy efficiency and conservation throughout the District that will reduce loss revenue with energy cost savings.

IMPLEMENTATION GUIDELINES AND ASSOCIATED DOCUMENTS:

District Policies and Procedures:

(cf. [3551](#) - Food Service Operations/Cafeteria Fund)

(cf. [3540](#) - Transportation)

(cf. [7110](#) - Facilities Master Plan)

(cf. [1330](#) - Use of School Facilities)



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(cf. [3512](#) - Equipment)

(cf. [7111](#) - Evaluating Existing Buildings)

Legal Reference:

California Code, Water Code - WAT § 366

ADOPTION AND REVISION HISTORY:

Approved: (8-98 4-02) 5-18

Santa Ana, CA