



# Santa Ana Unified School District

ADMINISTRATIVE REGULATION NO: 3511

EFFECTIVE: 09/06/21

REVIEWED: 08/20/21

**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 **all** district programs.

## **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.

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 **of Facilities, or Director of Building Services**) on a case by case basis. **Specific Examples of temperature flexibility are: Special Education, staff and students with a doctor's note, preschool, and Kindergarten etc.**

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.



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

## **HOUSEHOLD ELECTRICAL APPLIANCES:**

- **Household electrical appliances such as coffee pots, microwaves, radios, toaster ovens, hot plates, space heaters, and refrigerators located in individual classrooms or office spaces are not approved for use in the district.**
- **Appliances for food storage or preparation are authorized if they are in faculty lunchrooms or kitchens. Such appliances must be Underwriter's Laboratories (UL) approved and have a 3-prong or polarized plug and must be plugged directly into the wall without the use of an extension cord. An appliance may not be used if the cord is frayed or is in an otherwise deteriorated condition.**
- **Appliances such as fish tanks, terrariums or heat lamps are authorized for use if they are directly used for instruction.**
- **If staff members (coaches, teachers, etc.) must refrigerate medicine or first aid supplies, they are urged to use the nurse's facilities and eliminate extra refrigerators.**
- **Household appliances not approved for use in the district will be unplugged and removed by Building Services from the site for staff pick up.**

## **HVAC:**

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

Cooling season occupied set points .....70°F

Heating season occupied set points.....68°

Unoccupied set points.....55°F – 95°F

**Cooling and Heating set point temperatures operate with a plus or minus two (2) degree range (dead band) allowing the temperature in the space to fluctuate between 70 degrees and 74 degrees depending on the HVAC equipment conditioning the space. Tampering with the thermostat is considered destruction of district property under BP 5131.**

**Staff should dress professionally, but according to seasonal conditions.**

During unoccupied times, the air conditioning equipment shall be off, with the exception of network server rooms. The unoccupied period begins **30 minutes following the final bell** at the end of day. It is



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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 **and code compliance** 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.

Air conditioning should not be utilized in facilities during the summer months unless the facilities are being used for summer school, year-round school, **or custodial/maintenance services are being provided.**

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.

Car wash fundraisers **are not allowed, unless allowed by ordinance.**



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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.
- **Have water hoses equipped with a spray nozzle which shuts off automatically to reduce water waste.**
- 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.
- 3) **Incentivize wise energy stewardship.**

## **DESIRED OUTCOME:**

To make it a priority to utilize the **least expensive**, cleanest, and most reliable energy technologies available. Energy efficiency and conservation throughout the District that will **conserve** revenue **via** energy cost savings.



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## **IMPLEMENTATION GUIDELINES AND ASSOCIATED DOCUMENTS:**

District Policies and Procedures:

BP/AR. 3512 – Equipment

BP/AR 3540 - Transportation

BP/AR 3551 - Food Service Operations/Cafeteria Fund

BP 5131 - Conduct

BP/AR 7110 - Facilities Master Plan

AR 7111 - Evaluating Existing Buildings

BP/AR 1330 - Use of School Facilities

### **Legal Reference:**

California Code, Water Code - WAT § 366

## **ADOPTION AND REVISION HISTORY:**

Approved: (8-98 4-02 5-18) 9-21