

## Lansing School District Energy Conservation Guidelines

### Objectives:

- ✚ Eliminate energy waste
- ✚ Ensure the comfort of students
- ✚ Ensure acceptable indoor air quality per industry standards

### Responsibilities:

- ✚ Every person is expected to be an “energy saver” as well as an “energy consumer.”
- ✚ The teacher is responsible for implementing the guidelines during the time that he/she is present in the classroom.
- ✚ The custodian is responsible for control of common areas, (i.e. halls, cafeteria, etc).
- ✚ The last person to leave a building in the evening (typically the custodian) is responsible for verification of evening shutdown.
- ✚ The principal is responsible for the total energy usage of his/her building.
- ✚ The energy manager is responsible for performing routine audits of all facilities and communicating the audit results to principals and other appropriate personnel and providing regular reports to principals indicating building performance with regard to energy savings.

### General Guidelines:

1. Every student and employee is expected to contribute to energy efficiency.
2. All unnecessary lighting in unoccupied areas will be turned off. Teachers shall make certain that lights are turned off when leaving an empty classroom.
3. Natural lighting will be utilized when and where appropriate.
4. All outside lighting shall be off during daylight hours.
5. Gymnasium, cafeteria, and auditorium lights will be off when areas are not occupied.
6. All lights will be turned off when students and teachers leave the school. Custodians will turn on lights only in the immediate areas in which they are working.
7. Lights will not be turned on unless and until needed.
8. Doors between conditioned (heated or cooled) spaces and non-conditioned spaces shall remain closed (i.e. between classrooms and hallways).
9. Exhaust fans shall be turned off during unoccupied hours.
10. Office machines (copiers, laminating equipment, etc.) shall be switched off each night and during unoccupied times. Fax machines should remain on.
11. All computers (including monitor, local printer, and speakers), with the exception of Food Service Computers, shall be turned off each night.
12. Equipment malfunctions which may result in energy waste (i.e. dripping water faucets, malfunctioning light sensors, etc.) shall be reported to the Physical Plant for correction.

### Temperature Settings:

|                 |                            |               |
|-----------------|----------------------------|---------------|
| Heating Season: | During student occupancy   | 68-72 Degrees |
|                 | When unoccupied (set back) | 55 Degrees    |
| Cooling Season: | During student occupancy   | 75-78 Degrees |
|                 | When unoccupied (set back) | A/C Off       |

These guidelines are not intended to be all-inclusive. They may be modified for specific conditions and situations, but only by action of the Energy Manager. These guidelines supersede all previous instructions related to building management or energy usage guidelines. It is essential that these energy guidelines be observed and implemented as outlined.