

Energy Guidelines for the Annville-Cleona School District:

Annville-Cleona School District strives to consume energy in an efficient, cost-effective manner, and to keep costs associated with energy at a minimum without negatively impacting the education of our students, and the operations of the District. The District will accomplish this goal by engaging the community and all personnel associated with the District for input for continually improving the District's energy consumption.

HEATING:

- Educational classroom building thermostats shall not exceed 68 degrees F during instructional times.
- Educational classroom building thermostats shall be turned down to 62 degrees F for evening and nighttime hours, over weekends, and on days when school has been canceled or is closed. Parts of buildings where extra-curricular, or similar activities necessitate that heat be maintained at levels for instructional time, shall be permitted to do so for the duration period of the activity. (note- A Saturday evening basketball game, for example, the gymnasium, locker rooms, and main hallway areas, should have the heat maintained at 68 degrees, but the heat should be turned down on Friday, and turned up as necessary before the first game time. The other parts of the building shall have the heat turned down).

COOLING:

- Educational classroom building thermostats shall be set to no lower than 78 degrees F during instructional times. Such building thermostats shall be reset to 82 degrees F during non-instructional hours, over weekends, or on days when school has been canceled or is closed. Parts of buildings where extra-curricular, or similar activities necessitate that cooling be maintained at levels for instructional time, shall be permitted to do so for the duration period of the activity.
- Over the summer when school is not in session, office and administrative areas shall have thermostats set no lower than 78 degrees F during District business hours, and then reset to 82 degrees F during non-business hours. Other areas of the District's buildings shall have thermostats set no lower than 82 degrees F for the summer when school is not in session. Parts of buildings where extra-curricular, or similar activities necessitate that cooling be maintained at levels for instructional time, shall be permitted to do so for the duration period of the activity.

ELECTRICITY:

- Personal appliances shall not be permitted. Examples are refrigerators, coffee makers, space heaters, etc.
- Cafeteria refrigerators and freezers should be maintained at maximum effective operating temperatures, 38 degrees F for refrigerators, and 0 degrees F for freezers. Cafeteria refrigerators and freezers should be cleaned out and powered

down within one week after school activities conclude for the school year, and not powered back up until two weeks before school opens for the next school year. It may be necessary to keep one refrigerator and one freezer powered up over the summer for carryover items.

- Parking lot lights at District properties should be turned off when there are no scheduled activities at that particular campus. If there is a planned activity at a District property, parking lot lights should be turned off within two hours after the planned activity is to be concluded.
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Lighting Energy Conservation Guidelines

1. Lights should be turned off if unnecessary, such as in areas that are not occupied or not in use.
2. Minimize overhead lighting as much as possible without compromising operating effectiveness or creating an unsafe environment. Evaluate the cost and practicality of having lighting that is deemed as necessary, as being able to operate independently of such lighting that is deemed to be unnecessary.
3. Use task lighting to supplement overhead lighting if necessary, and turn off such lighting when not in use.
4. Use energy efficient lighting and bulbs where practical, particularly in new construction and remodeling projects.
5. Employ natural lighting when possible.
6. Take advantage of natural lighting by using light-colored window treatments, wall coverings, and decorations.
7. Use occupancy sensors and or timers in areas that are frequently unoccupied, to make certain that lights are not being used unnecessarily.
8. Safety and security lighting should be maintained at the lowest acceptable levels.
9. Use photocell sensors to control essential exterior lighting. Consider employing photocell sensors in conjunction with motion detectors for all other exterior lighting to minimize energy consumption.
10. Engage all personnel for ideas and suggestions to improve lighting efficiency and effectiveness.
11. Maintain the cleanliness of light fixtures, bulbs, and shades.
12. Remove non-essential lighting from vending machines.
13. Consider using skylights in new construction and remodeling projects.