

PROCEDURE TITLE: <b>: Energy and Resource Conservation Revised 10/12/2009</b>		
ADOPTION/EFFECTIVE DATE:	MOST RECENTLY AMENDED::	MOST RECENTLY REAFFIRMED:
POLICY/PROCEDURE MANUAL SUMMARY CATEGORY:		

### **I. Purpose and Scope**

The purpose of this procedure is to establish specific criteria and requirements relating to energy use, conservation, and sustainability at all levels of HCPS operations in accordance with Board of Education policy.

### **II. Definition**

Resource Conservation Administrator (RCA) is the building administrator designated by the principal to oversee and enforce the Energy and Resource Conservation policies and procedures at the school site. The RCA may delegate areas of responsibility where appropriate.

### **III. Procedures for Building Usage**

- A. Building use shall be scheduled as appropriate for the size and occupancy of the function.
- B. Building use for evening events shall be scheduled as appropriate for the number of people in attendance.
- C. All groups affiliated and not affiliated with Harford County Public Schools (HCPS) using HCPS facilities shall be required to be in accordance with the HCPS Use of Facilities Policy and Procedures.
- D. Stadium lighting shall be activated based on weather conditions and safety concerns.

### **IV. Procedures for Climate Control**

- A. Every effort shall be made to keep temperature ranges for occupied space within the range of 74-78°F in the cooling months and 68-72°F in the heating months.
- B. Because some small heaters pose a serious fire hazard, the use of personal units is restricted. Only equipment and small appliances approved by the RCA and the Office of Facilities Management shall be authorized. The Office of Resource and Energy Conservation shall review and approve units on an individual case by case basis.
- C. Policy and procedures shall be reviewed and enforced in cases where employees utilize unauthorized heating or cooling equipment in violation with this procedure.

- D. Air vents and intakes shall be free of obstructions.
  - E. There shall be no obstruction in front of the unit heaters which restricts the circulation of air entering the bottom of the unit heater.
  - F. Storage and utility rooms shall be closed off and thermostats (where present) shall be set to minimize heating or cooling of that space.
  - G. If possible, after hour cleaning, maintenance, meetings, and community events shall be scheduled and concentrated in a single heating or cooling zone of a building.
  - H. Where possible and appropriate, student desks shall be arranged so they are away from outside walls.
  - I. Vents and exhaust fans in science, technology, art, and food preparation labs shall be used when necessary in a conscientious manner.
- V. Procedures for Electrical Energy Conservation**
- A. All electric lights in offices/classrooms shall be turned off when not in use.
  - B. Window coverings shall be closed at night; window shades shall be adjusted to make maximum use of natural lighting during the school day as long as temperature permits.
  - C. Lights should be turned off in unoccupied storage rooms, closets, and utility rooms.
  - D. Supplemental lighting, (i.e., bench lights in shops, labs, and teacher planning areas) shall be turned off when not in use.
  - E. Custodial Staff shall utilize team cleaning when possible and appropriate in the evening hours to reduce lighting demands.
  - F. All appropriate electronic equipment (i.e., computers, overhead and video projectors, etc.) without automatic energy saving modes shall be turned off when not in use during extended periods of time.
  - G. All appropriate electronic equipment (i.e., digital scanners and copy machines) shall be turned off at the end of every work day.
  - H. Any appliances that are deemed non-essential or for personal convenience, shall require the approval of the RCA and the Office of Resource and Energy Conservation. Approval will be based on safety specifications, location and staff usage of the appliance.
  - I. Where air conditioning is in operation, doors and windows shall be kept closed.
- VI. Procedures for Recycling and Waste Reduction**
- A. All members of the school community shall follow at a minimum the single stream recycling process established by the vendor. This is not to deter additional recycling efforts on the part of individual schools.

- B. Appropriate recycling receptacles shall be posted and available to the school community.

### **VII. Procedures for Inspecting, Monitoring and Reporting**

- A. The inspection and monitoring of the practices for energy conservation shall be primarily the responsibility of the Office of Resource and Energy Conservation, working in conjunction with the appropriate RCA.
- B. All members of the school community including employees, students, and parent groups are expected to be vigilant in their efforts to reduce energy costs and be environmentally responsible.
- C. The appropriate RCA or building engineer shall conduct periodic inspections of the building to identify and correct issues related to energy management.
- D. The appropriate RCA shall point out issues to the building occupants that pertain to inefficient energy practices and make suggestions on what can be done to correct that behavior or condition.
- E. Monthly monitoring of utility consumption shall be completed by the Office of Resource and Energy Conservation. When requested, data shall be reported to schools for analysis and the planning of future actions.
- F. Schools shall consider using school-based incentive programs to encourage the reduction of energy and resource consumption.

### **Approved By:**

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Dr. Robert M. Tomback  
Superintendent of Schools

# PROCEDURE

Procedure Action Dates		
ACTION DATE	ACTION DATE	ACTION DATE

Responsibility for Procedure Maintenance & References		
LAST EDITOR/DRAFTER NAME:	JOB POSITION OF LAST EDITOR/DRAFTER:	
PERSON RESPONSIBLE:	JOB POSITION OF PERSON RESPONSIBLE:	
DESIGNEE NAME:	DESIGNEE POSITION:	
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REFERENCE 2 TYPE:	REFERENCE 2 NO.	REFERENCE 2 DESCRIPTION:
REFERENCE 3 TYPE:	REFERENCE 3 NO.	REFERENCE 3 DESCRIPTION:
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