

Platte County R-III School District

2022-2023

Energy Management
Operations Manual



August 21, 2022

Dear Faculty, Staff, Students, and Guests of the Platte County R-3 School District:

The Platte County R-3 School District is committed to the responsible stewardship of our community's financial and environmental resources. Throughout our daily routine we are constantly faced with decisions that can positively or negatively impact these resources.

Our Board of Education stands behind this commitment and has adopted a policy that defines the support for energy efficiency measures. As the policy states, "true success is reliant on cooperation at all levels." I encourage everyone to remember that you have the ability to make a big impact by making small changes to your daily routine.

The following document has been prepared in support of our district policy and provides us with a road map to conserving energy and protecting these resources. Therefore, the Energy Management Operations Manual can assist you to identify your role and responsibilities to help us perform with efficiency and effectiveness. Thank you for your support and participation.

Sincerely,



Dr. Devin Doll
Executive Director of Operations
Platte County R-3 Schools

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District Energy Management Operations Manual

1. Introduction

Energy management within a school District poses a rewarding opportunity because it positively impacts the lives of current and future generations. The following are a handful of examples of those positive impacts:

- Promotes a responsible use of taxpayer dollars
- Builds a sense of stewardship
- Reduces consumption of natural resources
- Supports environmental sustainability

District leadership is committed to this stewardship and has developed a formal policy and procedure to define how, through our actions and behaviors, we become active stewards of our District's energy consuming resources.

2. Energy Policy

The Platte County R-3 School District places a high priority on responsible use and operation of our facilities. Energy management, through practical energy efficiency and conservation measures, has a positive impact on our environment and promotes good stewardship of our financial resources. True success is reliant on cooperation at all levels. Therefore, it is the responsibility of all employees, students, administration officials, contractors, and visitors to adhere to this policy and procedures within our District facilities or when operating District equipment or vehicles.

The District shall maintain an energy management plan that provides operating procedures to ensure conservation of the District's resources while maintaining a quality learning environment. The energy management plan supersedes all previous instructions related to energy conservation or building management. The superintendent, or his/her designee, will review and approve an energy management plan on an annual basis.

All existing, as well as future, facilities and equipment shall adhere to proper energy management design and procedures.

3. ENERGY STAR

Energy Star (trademarked *ENERGY STAR*) is an international standard for certifying energy efficient products and buildings created by the U.S. Environmental Protection Agency and U.S. Department of Energy. The U.S. EPA's Energy Star program has developed energy performance rating systems for several commercial and institutional building types. ENERGY STAR certified facilities have operational efficiencies in the top 25 percent of similar use buildings (i.e. schools) nationwide.

The District's goal is to achieve ENERGY STAR certification for each facility operated by the District.

4. Energy Manager

The District Energy Manager is responsible for championing and leading energy-efficient practices throughout the District. This includes leading the District energy committee, auditing facilities, raising awareness, developing operational and behavior improvements that contribute to reduced energy use and providing training, as well as researching and helping implement new energy-saving technologies. Additionally, the Energy Manager will track and share energy consumption data versus baseline data and submit ENERGY STAR applications for building certifications each year.

5. District Energy Committee

The District shall maintain an active energy committee. The committee will meet on a regular basis to review and discuss items pertaining to energy management within the District, such as savings progress and results, energy consumption concerns, energy procedures and policy, energy communications and awareness, and District energy efficiency promotions. The District envisions a two-year commitment for committee members, although this will be evaluated annually.

2022-202 District Energy Committee	
Member	Representing
Mr. Devin Klish	Energy Manager – Committee Chairman
Dr. Devin Doll	Executive Director of Operations
Mr. Jeff Smith	Maintenance Department Supervisor
Ms. Laura Hulett	Director of Communications
Mr. Gabe Middleton	Platte County Schools Athletic Director
Mr. David Dixon	Technology Services Coordinator
Mr. John Sheppard	Oversees PCSD Mechanical Equipment
Mr. Mike Powers	Siegrist Elementary Assistant Principal
Dr. Jeff Adams	Barry School Assistant Principal
Mr. Kevin Mastalski	Barry School Custodian
Mr. Anthony McCall	Platte County Schools Custodian Supervisor
Regular Guests	
Mr. Koby Kampschroeder	Navitas
Mr. Zack Flageolle	Navitas
Mr. Paul Jensen	Navitas

6. Operations Manual

This energy management plan may be modified for local conditions, but only after a thorough analysis has been performed that includes energy consumption data analytics to support the need for a local deviation from the District standard procedures or practices.

6.1 HVAC Space Temperatures and Set points

6.1.1 Thermostat Functionality

Thermostats in general are programmed to display the set point. The set point is the desired space temperature the HVAC equipment is working to maintain. To prevent the HVAC equipment from constantly turning on and off causing unnecessary wear, there is a 2°F temperature range on either side of the set point that is considered acceptable.

During unoccupied times, the HVAC equipment will sit idle until the space temperature falls outside the unoccupied set point range (55°F to 85°F). The HVAC system will maintain the unoccupied set points, until the schedule changes to occupied. This process of increasing the set point range during unoccupied times saves energy.

Note: Some types of HVAC equipment and thermostats might not be compatible to perform temperature adjustment. Not all thermostats have the override button function.

The administration at each school will be provided a HVAC zone map as well as access to the building controls system to help manage their buildings. Training to use these tools will be provided by the Energy Manager.

Often one thermostat will control several rooms. It is up to the occupants to work together to find an acceptable set point. It is the administration's responsibility to facilitate this compromise. If a compromise cannot be reached, a District determined set point can be applied at the request of the administration. The District determined set point would eliminate local set point control by the occupants.

It is the District's responsibility to ensure HVAC equipment performs as designed and on average maintains a reasonable temperature variation from set point +/- 3°F.

The Energy Manager will assist the administration by educating the occupants on functionality of the set point adjustment and good practices to follow as well as auditing temperature variations as requested by the District.

6.1.2 Heating and Cooling Scheduling & Override Buttons

To provide flexibility for space comfort, as a District standard, all thermostats are equipped with an override button which will return a zone from Unoccupied to Occupied settings for 2 hours. When the override has timed out, the occupant may re-engage the override if necessary.

At times, it may be necessary to schedule the event in the Building Automation System (BAS) as opposed to utilizing the override buttons (they perform the same function). The following are examples for when scheduling may be considered:

- During School Hours
- School-wide events, such as "Back to School Night"
- Large events set to last many hours, such as tournaments

- As required for environmental conditions necessary in performing maintenance tasks (i.e. conditioning to dry carpets or waxed floors, conditions for paint curing, etc.).

Note: Individual zones may be scheduled. Only zones being occupied for the activity shall be scheduled as Occupied.

6.1.3 Heating and Cooling Set Points

Occupied Heating and Cooling: Thermostat will display a set point of 72°F

- Heating set point shall be set to 70.5°F
- Cooling set point shall be set to 73.5°F

Unoccupied Heating and Cooling: Thermostat will display either unoccupied heating or cooling set point

- Heating set point shall be set to 55°F maximum
- Cooling set point shall be to 85°F minimum

Set Point Adjustment:

The occupant has the ability to adjust the Occupied set points up or down by as much as 2°F, by utilizing the up / down arrows or dial adjustment located on the thermostat.

- Set point adjustment range with a default of 72°F is 70°F to 74°F
- Up / down arrows shall allow for no more than $\pm 2^\circ\text{F}$ adjustment

6.1.4 Unoccupied Temperature Set Points

Each facility - shall be scheduled - Unoccupied -outside normal - school hours which include the following:

- Evenings and weekends
- Holidays
- Winter, spring, and summer breaks
 - When school has been canceled due to inclement weather (Note: some sites will host school-age child care on these days).

The facility, room, or zone is considered Occupied when it is being utilized for activities.

6.1.5 Cabinet Unit Heaters

Cabinet Unit Heaters or CUH's are typically located near exterior doors. These are designed to simply "take the edge off" during colder seasons from the outside air coming in from the exterior doors. CUH's use a tremendous amount of energy to heat a space, therefore CUH's are not designed nor should they be used to heat a space to the occupied set point.

- Set point will be adjusted to the lowest setting possible (50°F to 55°F)
- The set point should be checked at the start of each heating season

6.1.6 Evening and Weekend Operation

PCSD activities reserved through the facilities calendar will have the HVAC equipment scheduled occupied. Non-PCSD activities reserved through the facilities calendar will use the override button as needed to set the HVAC equipment to occupied mode.

6.1.7 After Hours & Weekend Event HVAC Trouble shooting Protocol

Locate thermostat for occupied area - ask a custodian if not found

1. Confirm unit is occupied: thermostat displays a set point range of - 70°F to 74°F
 - If display shows set point outside this range such as 55°F or 85°F – Push and hold the override button until light comes on (2-3 seconds). Repeat this every 2 hours as needed.
2. Adjust set point as needed. If too warm, lower set point. If too cool, raise set point.
3. After approximately 30 minutes the unit should be operating as the space conditions require: heating, cooling or off with a satisfied set point space temperature.
 - Note: the greater the difference between space temperature and set point, the longer it will take for the HVAC unit to satisfy the space temp set point. After 30 minutes to confirm unit is operating, look for indicators such as the fan running or a change in the space temperature.

After Hours Emergency HVAC Contacts for custodian or PCSD faculty.

1. Jeff Smith – Maintenance Supervisor
2. John Sheppard – Maintenance HVAC Technician
3. Anthony McCall – Custodian Supervisor
4. Devin Klish – Energy Manager

6.2 Lighting Operation

There are two scenarios under which lighting shall be on:

- The zone is occupied
- Where necessary for safety and security

It is the responsibility of all facility users to appropriately utilize lighting, in accordance with the following guidelines:

- All exterior lighting shall be off during daytimes hours (within 30 minutes of sunrise and sunset)
- Classroom lights shall be turned off when the last person exits the room (including during school hours)
- Some classrooms are equipped with occupancy sensors. An occupancy sensor will turn lights on as an occupant enters a room. These lights should be left on to maintain occupancy sensor functionality. Regular users of these spaces will be notified as well as posted signs by the light switch.
- As custodians perform cleaning in blocks of the facility, only lights within the occupied block or room shall be used in addition to those necessary for safety and security.
- Gymnasiums and some common spaces are also equipped with occupancy sensors. These lights shall not be turned off unless a special event requires it, such as showing a movie.
- While many larger loads of exterior lights are controlled by an astronomical clock within the Building Automation System (BAS), some are still controlled by mechanical time clocks. Timing clocks controlling exterior lights shall be inspected routinely to ensure the lights are operating at appropriate times. Power outages, seasonal time changes, and mechanical failures often lead to lights controlled by mechanical time clocks to operate at undesired times.

6.3 Plug Loads

Plug loads are defined as any item or equipment that draws power from an electrical outlet. Plug loads shall be monitored closely and used responsibly. Often many appliances can, and should, be turned off over holiday breaks, weekends, overnight, and, in some cases, throughout the school day. Please be mindful of how the following items are utilized, and turn them off whenever reasonably possible:

- Computers: Desktop computers shall be shut down at the conclusion of every work/school day.
- Coffee Makers / Keurig / Hot Plates
- Portable Fans or Ceiling Fans
- Smart Boards and Projectors: Shall be off whenever not in immediate use.
- Refrigerators (including Mini-Refrigerators): Shall be unplugged, defrosted, and cleaned over extended breaks following the appropriate Break Shutdown Checklist. Any exceptions shall be approved through the administration or facility management.
- TVs, DVD players and announcement boards
- Vending Machines
- Floor or Table Lamps: As with other items listed, discretion should be used with floor and table lamps. Lamps shall not be left on when the room is unoccupied. All light bulbs being utilized in the lamps shall be energy-efficient and consume < 8 Watts per bulb. Exceptions to these would-be lamps used as a heat source for aquariums, terrariums, etc.
- Dehumidifiers: Dehumidifiers will not be used unless approved by the Executive Director of Operations. Request for dehumidifiers should be submitted as a maintenance work order.
- Space Heaters: Space heaters are an extremely expensive way to heat a space and can pose danger to staff and student safety if not properly managed. They can also adversely affect the operation of the HVAC system, especially when one unit is serving multiple zones. Having local thermostat control should eliminate the need for space heaters.

Note: Items not listed above are subject to administration & maintenance approval

6.4 Facility Checklists

Each District employee is responsible for completing the appropriate extended break shutdown checklist in their normally occupied area (e.g. classroom) prior to leaving for break. If an area is shared, the last individual to use the space should complete the shutdown checklist. Note: See Appendix A and B for a copy of each shutdown checklist for: Extended Weekend, Thanksgiving Break, Winter Break, Spring Break, and Summer Break.

6.5 Annex Buildings

Annex Buildings are any buildings that are not under the Building Automation System control. Currently these are located at Barry School, Northland Career Center and two sites at Platte County High School.

- If regularly occupied, then all the energy procedures apply where possible.
- Programmable thermostat should be programmed with an unoccupied set back similar to the BAS design.
- If unoccupied or used for storage, the HVAC system should be turned off after the building has been weatherized.

6.6 Kitchen Operation

Kitchen equipment and appliances are often very high energy consumers, even though they are used for a relatively short period. It is important for kitchen staff to closely follow an appropriate startup and shutdown schedule. This schedule will be reviewed annually by the energy committee and food services representative.

A more thorough kitchen energy efficiency operation procedure will be developed.

6.7 Selection of New District Equipment

When selecting new equipment or facility design, special consideration shall be given to energy efficient options. For example, the ENERGY STAR label helps ensure that an item performs at a greater efficiency than its counterparts.

6.8 Building-Specific: Energy Building Operating Plan (EBOP)

As a supplement to this document, each building will have a list of procedures that accounts for items and processes that are unique to that facility. The energy manager and senior lead custodian shall work together to review and update this plan on an annual basis. An example of what this plan might contain: a list of rooms that have switch operated lights that should be checked every day, Exterior lights not controlled by the BAS, etc...

Custodians know their building better than anyone, documenting unique things about the building will help other custodians when they fill in or change schools.

6.9 Water Irrigation

Watering of the grounds shall be completed in the mornings or late in the evenings to avoid evaporation. A broom shall be used instead of a hose to clear sidewalks and pavements of dirt and grass. Sprinkler systems will be inspected and adjusted regularly to ensure that the grass, and not the sidewalks/pavements, are being irrigated.

- At the start of irrigation season, watering time clocks or time controls will be verified that watering only occurs every other day or limited number of days per week.

7. Roles and Responsibilities

7.1 Principals / Assistant Principals Responsibilities

School Administrators are responsible for energy use and energy efficiency practices of their building. Day-to-day actions of applying energy efficiency procedures can be delegated to assistant principals and other administration / custodian staff. Periodic reviews with the Energy Manager will take place to ensure energy efficiency procedures are being effectively applied. The Energy Manager will provide periodic Energy Data Reports to reflect these efforts.

- Keep a focus of energy management among staff throughout the year and utilize data to evaluate progress.
- Communicate with Energy Manager on issues or questions related to the Energy Management Plan. Listen and attempt to resolve concerns raised about the plan within the building.

- Dress in layers (warmer clothes during winter and cooler clothes during summer) and encourage students and teachers to do the same.
- Work with advisor and student-led energy team to help accomplish the group’s mission of energy reduction and awareness within the school.
- Submit maintenance work orders, as necessary, for heating / cooling issues after appropriate steps have been completed.
 1. Adjust local thermostat accordingly (and time allowed for adjustment to occur)
 2. Confirm set point temperature through BAS is not being met
 3. Submit maintenance work order
- Schedule the use of classrooms and other spaces wisely to reduce energy consumption.
 - Use rooms that have a thermostat with override button or provide access to the room that does (through custodian)
 - Communicate with visitors using the facility outside normal occupied hours on how to use the override button and set point adjustment, (See Appendix C)
 - Small groups should use smaller rooms
 - Internal rooms should generally be used vs exterior rooms
- Take HVAC system zones into consideration when planning summer school classroom assignments. Try to reduce the total number of HVAC systems that will have occupied temperature set points while also trying to reduce the number of vacant rooms in those occupied HVAC zones.

7.2 Teachers / Administration’s Assistant Responsibilities

- The teachers are responsible for implementing the energy management plan in their classroom and thoughtfully planning for energy management during days, evenings, weekends and breaks such as:
 - Turn off electrical devices throughout the day when not in use such as: computers / monitors, smart boards, projectors, fans, lamps, lights, etc.
 - Turn off lights when leaving classroom, if not controlled by occupancy sensor
 - During Unoccupied times (Evenings, Nights & Weekends) Electronics should be turned off
 - Participate in extended break classroom shutdowns.
- Dress in layers (warmer clothes during winter and cooler clothes during summer) and encourage students to do the same.
- Keep windows and exterior doors closed as much as possible:
 - Since the HVAC units positively pressurize the buildings, opening doors and windows can have adverse effects on the building. When outside conditions are optimal (temperature and humidity), most HVAC units will use outside air to condition the space.
- Do not cover or block thermostats or temperature sensors.
- Involve students in the implementation and application of the energy management plan in the classroom. An example might be to educate why it is appropriate to turn off computers at the end of the day. Then allow students to put this into practice by properly shutting down all of the classroom computers.
- Notify or solve comfort issues through the proper communication channels.
 1. Adjust thermostat accordingly while collaborating with fellow teachers sharing the same local thermostat control.
 2. Contact administration / custodian if issue is not corrected or improving with thermostat adjustment in a timely manner ≈ 30 minutes.

7.3 Custodian Responsibilities

Custodians are typically the first and last person in the building. They are the glue that keeps our buildings functioning and play a critical role in the energy management plan's success.

- Follow energy building operating plan (EBOP) and end of day procedure.
- Report any equipment or operational irregularities to maintenance / energy manager as soon as possible. Examples might be lights controlled by vacancy sensor are not turning off or an area is unusually warm or cold compared to the rest of the building, etc.
- Turn off lights in unused spaces and when leaving rooms.
- Turn off all exhaust fans during unoccupied times that have switch control, where applicable. Maintenance department will need to identify these exhaust fans.
- Dress in layers (warmer clothes during winter and cooler clothes during summer)
- Confirm Cabinet Unit Heaters set points are set to the lowest temperature prior to heating season and check set point temperature if space feels warmer than 60°F
- When feasible, schedule wet deep cleaning of carpets during heating season or periods when the percent of relative humidity is low.
- Use override buttons, if necessary, such as:
 - Working in a space or area for an extended period of time
 - Plan cleaning to maximize override button function. Clean areas also controlled by override thermostat. Refer to Heating/Cooling Zone Map
 - Cancel override function once work is completed in that area
 - Use override only when truly needed versus as a routine.
- Execute extended break shutdown checklist as soon as possible to maximize energy savings for the entire break.
- Submit maintenance work order for heating / cooling issues after appropriate steps have been completed.
 1. Adjust local thermostat accordingly. (Confirm time allowed for adjustment to occur)
 2. Confirm set point temperature through BAS is not being met
 3. Submit maintenance work order.
- If possible, close hallway doors separating occupied and unoccupied areas.
- Turn off electrical devices in classrooms as discovered during cleaning.

7.4 Maintenance Responsibilities

- Adjust exterior light controllers at a minimum quarterly.
 - Daylight Savings in the Fall
 - 1st Week of January
 - Daylight Savings in the Spring
 - 1st Week of July
- Develop a HVAC preventative mechanical maintenance schedule to assure proper and energy efficient operation of HVAC equipment.
- As time permits, repair items when in close proximity. Example after repairing a unit on a roof, correct other items on the roof if possible.
- Ensure there is, on average, a relatively consistent temperature (+/- 2 degrees) within all areas controlled by one thermostat
- Review programmable thermostat's occupied schedule in annex buildings or HVAC equipment not under BAS control factoring in Daylight Savings and start of heating and cooling seasons.

APPENDIX A

Extended Weekend Classroom Shutdown Checklist

Your classroom will be essentially vacant over the long weekend. Please take a moment before you leave to walkthrough your classroom and turn off / unplug the following items in your classroom. Turning these items off will capture a surprisingly large amount of energy savings. Thank you for your participation and have a wonderful break!

Classrooms:

- Desktop Computers / PCs / Monitors – Off
- Space heaters – Unplugged
- Dehumidifiers - Unplugged
- Classroom Lights - Off
- All Smart Boards / DVD players / Projectors / TVs - Off
- All Lamps / Desk Fans / Radios / Etc. – Off
- Keurig / Coffee pots – Unplugged
- Scentsy Heated Candles - Unplugged
- All hot plates - Off

Thanksgiving Break Classroom Shutdown Checklist

Your classroom will be essentially vacant over the Thanksgiving break. Please take a moment before you leave to walkthrough your classroom and turn off / unplug the following items in your classroom. Turning these items off will capture a surprisingly large amount of energy savings. Thank you for your participation and have a wonderful break!

Classrooms:

- Desktop Computers / PCs / Monitors – Off
- Space heaters – Unplugged
- Dehumidifiers - Unplugged
- Classroom Lights - Off
- All Smart Boards / DVD players / Projectors / TVs - Off
- All Lamps / Desk Fans / Radios / Etc. – Off
- Keurig / Coffee pots – Unplugged
- Scentsy Heated Candles - Unplugged
- All hot plates - Off

Winter Break Classroom Shutdown Checklist

Your classroom will be essentially vacant over the winter break. Please take a moment before you leave to walkthrough your classroom and turn off / unplug the following items in your classroom. Turning these items off will capture a surprisingly large amount of energy savings. Thank you for your participation and have a wonderful break!

Classrooms:

- Desktop Computers / PCs / Monitors – Off
- Space heaters – Unplugged
- Classroom Lights - Off
- All Smart Boards / DVD players / Projectors / TVs - Off
- All Lamps / Desk Fans / Radios / Etc. – Off
- Keurig / Coffee pots – Unplugged
- Scentsy Heated Candles - Unplugged
- All hot plates - Off
- Any other Electrical Devices – Unplugged

Spring Break Classroom Shutdown Checklist

Your classroom will be essentially vacant over spring break. Please take a moment before you leave to walkthrough your classroom and turn off / unplug the following items in your classroom. Turning these items off will capture a surprisingly large amount of energy savings. Thank you for your participation and have a wonderful break!

Classrooms:

- Desktop Computers / PCs / Monitors – Off
- Classroom Lights - Off
- All Smart Boards / DVD players / Projectors / TVs - Off
- All Lamps / Desk Fans / Radios / Etc. – Off
- Keurig / Coffee pots – Unplugged
- Scentsy Heated Candles - Unplugged
- All hot plates - Off
- Space heaters – Unplugged
- Windows Closed and locked

Summer Break Classroom Shutdown Checklist

Please take some time before you leave for the summer to walkthrough your classroom and turn off / unplug the following items. Turning these items off will capture a surprisingly large amount of energy savings. Thank you for your participation and have a wonderful summer!

Classrooms:

- Mini-Refrigerators cleaned out with door propped open and towel to absorb freezer thaw - Unplugged
- Desktop Computers / PCs / Monitors – Off
- Classroom Lights - Off
- All Smart Boards / DVD players / Projectors / TVs - Off
- All Lamps / Desk Fans / Radios / Etc. – Off
- Keurig / Coffee pots – Unplugged
- Scentsy Heated Candles - Unplugged
- All hot plates - Off
- Any other Electrical Devices – Unplugged
- Windows – Closed and Locked

APPENDIX B

Extended Weekend Facility Shutdown Checklist

When shutting the building down prior to beginning Thanksgiving break, please complete a walk through the entire building checking each room for the following items. If work is being completed at the facility during break, only lighting (interior) necessary for security and to complete task at hand should be utilized. Exterior lighting shall be operated as usual.

Classrooms:

- Desktop Computers / PCs / Monitors – Off
- Space heaters – Unplugged
- Classroom Lights - Off
- All Smart Boards / DVD players / Projectors / TVs - Off
- All Lamps / Desk Fans / Radios / Etc. – Off
- Keurig / Coffee pots – Unplugged
- Scentsy Heated Candles - Unplugged
- All hot plates - Off

Building:

- Confirm all walk-in freezer/refrigerator doors are closed
- Space Heaters – Unplugged
- Make sure desktop computers have been shut down. (**DO NOT** unplug or turn off any computer network wiring or switches, located in closets.)
- Overhead lights off unless needed for security or to complete tasks
- Closet/mechanical room lights – Off
- Vending Machines - Off
- All TVs including announcement TVs – Off
- All trophy cabinet Lights - Off
- Restroom lighting – Off
- Theater and auditorium lighting are often big energy consumers. These shall remain off or use shall be limited whenever possible.
- Copy machines do Not unplug, sleep mode is acceptable

Thanksgiving Break Facility Shutdown Checklist

When shutting the building down prior to beginning Thanksgiving break, please complete a walk through the entire building checking each room for the following items. If work is being completed at the facility during break, only lighting (interior) necessary for security and to complete task at hand should be utilized. Exterior lighting shall be operated as usual.

Classrooms:

- Desktop Computers / PCs / Monitors – Off
- Space heaters – Unplugged
- Classroom Lights - Off
- All Smart Boards / DVD players / Projectors / TVs - Off
- All Lamps / Desk Fans / Radios / Etc. – Off
- Keurig / Coffee pots – Unplugged
- Scentsy Heated Candles - Unplugged
- All hot plates - Off

Building:

- Confirm all walk-in freezer/refrigerator doors are closed
- Space Heaters – Unplugged
- Make sure desktop computers have been shut down. (**DO NOT** unplug or turn off any computer network wiring or switches, located in closets.)
- Overhead lights off unless needed for security or to complete tasks
- Closet/mechanical room lights – Off
- Vending Machines - Off
- All TVs including announcement TVs – Off
- All trophy cabinet Lights - Off
- Restroom lighting – Off
- Theater and auditorium lighting are often big energy consumers. These shall remain off or use shall be limited whenever possible.
- Copy machines do Not unplug, sleep mode is acceptable

Winter Break Facility Shutdown Checklist

When shutting the building down prior to beginning winter break, complete a walk through the entire building checking each room for the following items. If work is being completed at the facility during break, only lighting (interior) necessary for security and to complete task at hand should be utilized. Exterior lighting shall be operated as usual.

Classrooms:

- Desktop Computers / PCs / Monitors – Off
- Space heaters – Unplugged
- Classroom Lights - Off
- All Smart Boards / DVD players / Projectors / TVs - Off
- All Lamps / Desk Fans / Radios / Etc. – Off
- Keurig / Coffee pots – Unplugged
- Scentsy Heated Candles - Unplugged
- All hot plates - Off

Building:

- Space Heaters – Off
- Dehumidifiers – Off
- Overhead lights off unless needed for security or to complete tasks
- Closet/mechanical room lights – Off
- Vending Machines - Off
- Restroom lighting – Off
- Theater and auditorium lighting are often big energy consumers. These shall remain off or use shall be limited whenever possible.
- DO NOT** unplug or turn off any computer network wiring or switches
- All TVs including announcement TVs - Off
- Make sure desktop computers have been shut down.
- All trophy cabinet Lights - Off
- Teacher Lounge or Breakroom refrigerator- off. Post attached notice sign. Check with principal about refrigerators that have not been substantially cleaned out by staff and may have critical items. Use good judgement prior to unplugging.
 - Properly unplug, sanitize, and prop door open.
- When waxing floors and shampooing carpets, try to match the areas you are working in with the area that the individual HVAC unit covers as close as possible. This will help maximize efficiency & reduce run time.

Please note and explain any exceptions that have been made to the above list. Also, note any “energy consuming” items/processes observed that may want to be evaluated:

NOTICE:

Please remove any personal items by BLANK PM December BLANK (prior to Winter Break). This refrigerator will be unplugged & defrosted over break.

Thank you for your cooperation.

Spring Break Facility Shutdown Checklist

When shutting the building down prior to beginning spring break, please complete a walk through the entire building checking each room for the following items. If work is being completed at the facility during break, only lighting (interior) necessary for security and to complete task at hand should be utilized. Exterior lighting shall be operated as usual.

Classrooms:

- Desktop Computers / PCs / Monitors – Off
- Space heaters – Unplugged
- Classroom Lights - Off
- All Smart Boards / DVD players / Projectors / TVs - Off
- All Lamps / Desk Fans / Radios / Etc. – Off
- Keurig / Coffee pots – Unplugged
- Scentsy Heated Candles - Unplugged
- All hot plates - Off

Building:

- Kitchen Ice Machines and Emptied Refrigerators – Unplug and Clean Monday, Plug back in last working day of the break (Thursday 23rd or Friday 24th)
- Confirm all walk-in freezer/refrigerator doors are closed
- Space Heaters – Unplugged
- Make sure desktop computers have been shut down. (**DO NOT** unplug or turn off any computer network wiring or switches, located in closets.)
- Overhead lights off unless needed for security or to complete tasks
- Closet/mechanical room lights – Off
- Vending Machines - Off
- All TVs including announcement TVs – Off
- All trophy cabinet Lights - Off
- Restroom lighting – Off
- Theater and auditorium lighting are often big energy consumers. These shall remain off or use shall be limited whenever possible.
- Copy machines do Not unplug, sleep mode is acceptable
- Teacher Lounge or Breakroom Refrigerator- off. Post attached notice sign. Check with principal about refrigerators that have not been substantially cleaned out by staff and may have critical items. Use good judgement prior to unplugging.
 - Properly unplug, sanitize, and prop door open.
- When waxing floors and shampooing carpets, try to match the areas you are working in with the area that the individual HVAC unit covers as close as possible. This will help maximize efficiency & reduce run time.

Please note and explain any exceptions that have been made to the above list. Also, note any “energy consuming” items/processes observed that may want to be evaluated:

NOTICE:

Please remove any personal items by BLANK PM March BLANK (prior to Spring Break). This refrigerator will be unplugged & defrosted over break.

Thank you for your cooperation.

Summer Break Facility Shutdown Checklist

When shutting the building down prior to beginning summer break, complete a walk through the entire building checking each room for the following items. If work is being completed at the facility during break, only lighting (interior) necessary for security and to complete task at hand should be utilized. Exterior lighting shall be operated as usual.

Classrooms:

- Desktop Computers / PCs / Monitors – Off
- Dehumidifiers - Unplugged
- Classroom Lights - Off
- All Smart Boards / DVD players / Projectors / TVs - Off
- All Lamps / Desk Fans / Radios / Etc. – Off
- Keurig / Coffee pots – Unplugged
- Scentsy Heated Candles - Unplugged
- All hot plates - Off
- Mini-Refrigerators cleaned out with door propped open - Unplugged

Building:

- Overhead lights off unless needed for security or to complete tasks
- Closet/mechanical room lights – Off
- Vending Machines - Off
- Restroom lighting – Off
- Theater and auditorium lighting are often big energy consumers. These shall remain off or use shall be limited whenever possible.
- DO NOT** unplug or turn off any computer network wiring or switches
- All TVs including announcement TVs - Off
- Make sure desktop computers have been shut down.
- All trophy cabinet Lights - Off
- Teacher Lounge or Breakroom refrigerator- off. Post attached notice sign. Check with principal about refrigerators that have not been substantially cleaned out by staff and may have critical items. Use good judgement prior to unplugging.
 - Properly unplug, sanitize, and prop door open.
- When waxing floors and shampooing carpets, try to match the areas you are working in with the area that the individual HVAC unit covers as close as possible. This will help maximize efficiency & reduce run time.

Please note and explain any exceptions that have been made to the above list. Also, note any “energy consuming” items/processes observed that may want to be evaluated:

NOTICE:

Please remove any personal items by BLANK PM May BLANK (prior to Summer Break). This refrigerator will be unplugged & defrosted over break.

Thank you for your cooperation.

FAQs About Using Your Thermostat

Below are some frequently asked questions about the thermostat in your building. These thermostats allow us to be more energy efficient and also save money.

What do I do if my room feels too warm or too cool?

You can raise/lower the temperature by using the temperature adjustment on the thermostat. This will allow you to adjust the temperature 2 degrees up or down from the district's set point temperature. After adjusting the temperature up/down, the new set point will flash several times, display the old set point, and then display the new set point. It may take up to 2 minutes for the new set point to display. Remember the current set point temperature will be displayed, not the actual room temperature.

Why does my room feel cooler (or warmer) in the evenings, on weekends, and on holidays?

The upgrades to the building's HVAC system provides more control over when the system is running. When the building is going to be unoccupied (usually during the evenings, overnight, on weekends, and on holidays), the temperature is set back to help reduce energy use.

Doesn't the HVAC system have to work harder to return to normal conditions after a night set back?

No, the HVAC system is designed to operate this way. We can save a lot of energy by using a scheduled temperature set back during unoccupied times such as in the evenings, on weekends, and over holidays.

If I'm using my room after hours, how do I make sure the room will be comfortable?


Push and hold the override button on the thermostat for 2 seconds, the light will come on indicating it has been put into occupied mode (for 2 hours). To cancel the override, push and hold the button until the light goes off. If you are still using the room after the override has timed out, push the button again. Understand the light will come on anytime the button is pushed, but will only effect the temperature during unoccupied hours.

What do I do if my system has quit working?

Contact the front office staff to submit a maintenance work order.

What if my room does not have a thermostat?

Occasionally two or three rooms share a thermostat. The thermostat that controls your room is probably in a room nearby.

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1. Set Point Temperature
 2. Temperature Adjustment
 3. Override Button
 4. Override Indicator Light



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