



## Teacher / Staff Guide to PCSD's Energy Management Operations Manual

### **Platte County School District's Goal:**

To provide a comfortable / healthy teaching environment in an energy efficient manner and to capture energy savings when possible. (*Basically, turn it off when not using it*)

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 resources.

### **Key Terms and Ideas to Understand:**

Thermostats – Have 4°F adjustment (+/- 2°F) from 72°F which is the district standard set point during Occupied Mode.

**(Thermostats display Set Point Temperature, NOT actual space temperature)**

Occupied Mode – Thermostats will display a set point between 70 & 74, occurs during normal hours of operation and for events scheduled on the facilities calendar that fall outside normal hours of operation.

Unoccupied Mode – Thermostats will display a set point of 55 or 85 (this is NOT space temperature). The HVAC units sit idle until the space temperature falls outside the set point range. The HVAC units are designed to do this. This process captures energy savings for PCSD. *Why heat or cool a space if no one is using it.*

Override Button – Will provide heating/cooling anytime (nights, weekends, etc). Simply push and hold the house button for 2 to 3 seconds until the light comes on. This changes the HVAC set points from Unoccupied to Occupied and will last for 2 hours. Repeat as needed. To cancel override, push & hold button until light is off.

**Demonstration Videos are on the PCSD Website – Staff / How-Tos – [Thermostat Adjustment](#) & [Override to Occupied](#)**

### **Teacher / Staff 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.