

**GREEN BAY AREA PUBLIC SCHOOL DISTRICT**  
**Board Policy Manual**

733

**ENERGY MANAGEMENT**

Energy management is necessary in order for the District to: minimize the impact energy cost increases will have on the budget, maintain a reliable supply of energy to meet the functional needs of the District, and ensure that energy is used efficiently.

A strong commitment on the part of the Board and the administration is important to an effective energy management program. It will be the responsibility of each District employee to actively participate in conservation efforts in order to reduce consumption to levels prescribed by state, federal, and local rules. In turn, it will be the responsibility of the District to ensure that staff receive information regarding energy conservation.

Instituted as part of the District's plan to save energy, this policy is designed to save scarce resources without infringement of the educational mission of the District. The building Principal and building Engineer and their supervisors will share the accountability for ensuring that this policy is followed. All operations of District facilities will be governed by established energy management guidelines, and participation is mandatory for all staff of the Green Bay Area Public School District. The Executive Director of Facilities Services/designee will implement, direct, monitor, evaluate, and report District energy conservation efforts to the Superintendent of Schools, who will communicate these efforts to the Board of Education.

LEGAL REF.: Sections 1.12 Wisconsin Statutes  
66.0133  
101.027  
115.001(3)  
120.12(1)  
120.44  
COMM 63, Wisconsin Administrative Code  
COMM 64.05, Wisconsin Administrative Code

CROSS REF.: 733-Rule, Energy Management Guidelines  
110, District Mission and Beliefs  
721, Buildings and Grounds Inspections  
723.1, Fire Prevention/Drills  
723.3, Emergency School Closings  
730, Buildings and Grounds Management

APPROVED: October 27, 1980

REVISED:

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733-Rule

**A. Heating and Air Conditioning**

1. Classroom thermostats will be set at 68 degrees for heating and 76 degrees for cooling during the occupied times. For unoccupied times, heating will be set at 55 degrees and cooling will not occur.
2. Auditorium thermostats will be set at 68 degrees for heating and 74 degrees for cooling during the occupied times. For unoccupied times, heating will be set at 55 degrees and cooling will not occur.
3. Hallways, vestibules, stairwells, mechanical/electrical rooms, elevator equipment rooms, unoccupied storage areas and similar spaces will be adjusted to 55 degrees during the heating season.
4. Locker and shower rooms will be maintained at 70 degrees during the heating season.
5. Gymnasiums, locker rooms, swimming pools, food service occupancies, mechanical/electrical rooms, unoccupied storage spaces, vehicle service and storage buildings, industrial/shop occupancies, utility buildings and similar areas will not be air conditioned.
6. Operating schedules for the heating, ventilating, and air conditioning equipment will be optimized as follows:
  - a. For the heating season, the equipment will be started approximately one hour before classes start to allow the building to be at the occupied set point. The scheduled shut down time will be set the same as student release time.
  - b. For the cooling season, the equipment will be started 2 to 3 hours before classes start to allow the building to pre-cool.
  - c. For summer maintenance, only the air handling equipment will be operated. The scheduled time to run will be during the off peak rate hours.
7. Economizer operation will be enabled for free cooling.
8. Economizer programs will be modified to allow for maximum free cooling for schools with building automation systems.
9. Fresh air minimum requirements will be reviewed and set to state code levels. (7.5 CFM / person)
10. HVAC coil cleaning will be scheduled annually to assure the highest operating efficiency possible.
11. Air conditioning equipment will not be run in the November through April billing periods.
12. Air conditioning equipment operation will be optimized from May through October billing periods by starting the equipment before the peak demand electric rate is in effect. When possible, the air conditioning equipment will not be

- allowed to ramp up to 100% full load, which will help to lower the highest peak demands.
13. Window blinds will be adjusted, when and where appropriate, to allow the sun to warm the building during the heating season or to block out the sun during the cooling season.
  14. Windows will be kept closed if the air conditioning or heating systems are in operation.
  15. Classroom doors will be kept closed.
  16. Staff will not obstruct ventilation ducts or return grilles with books, charts, furniture, plants or any other objects or materials.
  17. Small group activities will not be scheduled in large areas such as auditoriums and gymnasiums. Use of such areas will be coordinated with the custodial staff to enable reduced lighting and heating during periods of non-use.
  18. Outdoor air minimum requirements for the HVAC system for the gyms, auditoriums, and commons will be optimized to the actual occupancy levels of the area.
  19. Summer school classes will be scheduled in an area of the building that would be supplied from one HVAC unit.
  20. Energy audits will be performed in the occupied and unoccupied conditions.
  21. Buildings will be identified for HVAC energy improvement items.
  22. New equipment purchases will be energy efficient models that are Energy Star rated.
  23. The use of portable electric heaters or any other auxiliary heating devices will not be permitted.
  24. Employees and students are encouraged to wear appropriate clothing during the heating season and cooling season.
  25. The Facilities and Related Services Department may adjust set points to provide the best overall performance of the HVAC system.

## **B. Lighting**

1. Lighting schedules will be optimized to reduce usage.
2. Lights will be turned off when space is not in use or natural day lighting is adequate.
3. Classroom lights will be turned off when the last person exits the room.
4. Cleaning staff will turn lights on only for the period when a specific area is being cleaned.
5. Hallway lighting will be turned off as soon as possible and pass-through lighting should be utilized.
6. Classroom lighting levels that are over lit will be adjusted to state code levels (50-foot candles).
7. Gym lighting will be adjusted to state code levels for classes. Lighting levels for events and practices can be adjusted to a higher foot candle level as needed.
8. Buildings will be identified for energy saving lighting projects.

C. **Food Service**

1. Run time of ovens, stoves, and fryers will be kept at the minimum levels.
2. Exhaust fans will run only when absolutely necessary.
3. Energy saving devices and/or practices will be identified.
4. Equipment will be energy efficient models and natural gas if possible.

D. **Computers/Office Machines**

1. Copiers, laminating machines, calculators, and other office machines will be turned off at the end the day.
2. Computers, monitors, printers, and other peripheral equipment will be turned off at the end of the day or when not in use for long periods of time during the day.
3. District-wide software will be used to automatically shut down computers at the end of the day.
4. Computers will be energy efficient models.

E. **Building Improvements**

1. Building air leaks will be identified and sealed with caulking, energy efficient seals and/or insulation.
2. Facilities Department will be responsible for the development and implementation of long-range projects.

F. **Other**

1. The domestic hot water temperature set point will be no higher than 115 degrees. Food service operations requiring higher temperature levels by code shall use booster units or dedicated water heaters when possible.
2. The use of personal appliances such as electric coffee makers, microwaves, refrigerators, toaster ovens, pizza makers, and/or other cooking or refrigeration appliances will not be allowed without the prior approval of the Building/Department Administrator and the Facilities Systems Manager. The use of small fans, radios and desk lamps is allowed, but must be turned off when not in use. All approved items must be Energy Star Rated and UL Approved.
3. Requests for exemption, and complaints regarding set point temperatures considered to be too hot or too cold must be addressed in writing to the Facilities Systems Manager at which time he/she will investigate the complaint or request for exemption. If the issue cannot be resolved while adhering to the energy policy, the Executive Director of Facilities and Related Services shall make the determination as to what action, if any, will be taken. The appeal process will follow the normal chain of command.
4. The Facilities and Related Services Department may adjust set points to provide the best overall performance of the HVAC system.
5. Only energy efficient vending machines will be allowed within the District.

G. **Education**

1. Staff and students will be provided on-going education on energy saving measures through the Energy Committee.
2. District will utilize appropriate curriculum materials designed to inform students regarding the wise use of energy.
3. Every staff person will be expected to contribute to energy efficiency in the District.

APPROVED: