

Policy

ENERGY EFFICIENCY

Mission Statement

The Ventnor City Board of Education is committed to energy-conscious and efficient building operations. A comfortable learning environment contributes to student achievement by promoting the healthy, safety and security of the students. In addition, implementing energy efficient practices models behavioral strategies helps students develop a sense of responsibility for the responsible stewardship of the planet.

The board believes that public education should provide leadership in developing an energy efficient culture and support awareness about positive environmental impact and utility cost avoidance opportunities.

The board believes that all staff and students should learn and practice ways to reduce energy consumption on a daily basis by instilling lifelong habits for energy conservation; therefore, the following energy standards shall be implemented in all the school facilities.

Computers and Other Electrical Equipment

The following procedures shall apply to all staff and students using school computers and other electrical equipment:

- A. Computers and monitors should be shut off or in sleep mode when not in use during the day;
- B. Computers and monitors will be shut down at the end of the day;
- C. Electronics will be shut off at night;
- D. Power management features will be activated on all office equipment (printers, copiers, for example) for those with the capability;
- E. Office equipment will be shut down nightly;
- F. Electronics and office equipment, with the exception of necessary computers, should be unplugged during the summer;
- G. All personal appliances, beverage makers, warmers, microwaves, refrigerators, and space heaters are restricted from school district facilities, unless approved by district administrators or building principals. Approved personal appliances will be shut off/unplugged when not in use. Approved personal refrigerators will be emptied and unplugged during breaks and summer vacation;
- H. Refrigerators in the staff lounge and science areas will be emptied and unplugged during the summer, unless in use for summer programs.

Temperature Control

On regular school days, temperatures will be maintained for the entire building dependent on the daily occupant schedule for each building. Staff and students are encouraged to dress appropriately for the season.

ENERGY EFFICIENCY (continues)

Temperature guidelines are as follows:

Areas	Heating Season	Cooling Season
Classrooms	68° – 70° F	72° – 74° F
Gymnasium and Locker Rooms	65° – 70° F	72° – 76° F
Offices	68° – 70° F	72° – 74° F
Halls	65° – 70° F	72° – 76° F
Kitchen and Cafeterias	65° – 70° F	72° – 76° F
Auditorium	65° – 70° F	72° – 76° F

- A. Temperatures shall be measured four feet above floor level in the center of the room;
- B. Network and server equipment rooms should be kept at a maximum temperature of 72° F 24 hours a day;
- C. Night setback temperatures should be 10° lower during the heating season and 10° F higher during the cooling season, than occupied times for all areas without scheduled events;
- D. Main boilers will remain off after the heating season;
- E. Windows should be kept closed during the heating season and when air-conditioning units are in operation. Staff shall notify the facilities department if a classroom temperature needs adjustment before opening windows;
- F. Doors should be closed in unoccupied areas and classrooms to maintain room temperatures at all times.

Lighting

The following guidelines shall apply to all staff and students regarding the use of school lighting:

- A. Lighting will be turned off in any area that is unoccupied, except for gymnasiums, corridors and exits as required by code, or where necessary to maintain an appropriate level of safety;
- B. Lighting in all school buildings will remain off until 90 minutes before school starts and lights will be shut off 90 minutes after school ends, except in areas occupied with early morning events, after school programs, evening events or other scheduled activities;
- C. The use of natural light and partial lighting are encouraged;
- D. Gymnasium lights will be turned off if the area will be unoccupied for a period in excess of 30 minutes for gymnasiums with high intensity discharge (HID) lights and five minutes for incandescent or fluorescent lights. When physical education classes are held outside, gym lighting will be limited to minimal walk-through lighting;
- E. Night custodians should turn lights on only in the area in which they are currently working.

Building Scheduling

To operate the school facilities in the most efficient energy conserving fashion the following guidelines shall apply:

- A. Early morning events, evening events or other scheduled activities will be concentrated to the minimal number of rooms or wings within a building;

ENERGY EFFICIENCY (continues)

- B. Large areas such as auditoriums and gymnasiums should not be used for small groups unless necessary. Use of these areas will be coordinated with the maintenance staff to reduce energy use during unoccupied times.

Kitchens

The following guidelines shall apply to cafeteria staff, teachers and other staff members authorized to use the kitchen:

- A. Appliance and equipment "on" times will be as close as possible to the actual use;
- B. Ventilation fans should be used in conjunction with equipment use;
- C. Refrigerator and freezer doors should remain closed as often as possible;
- D. Unused kitchen equipment will be unplugged during the summer;
- E. Freezers will be consolidated during the summer. Refrigerators and freezers not in use will be turned off for the summer months where possible;
- F. Every effort will be made to utilize vending machines (soda, water, juice, snacks) that are energy efficient: timers, delamping or shutting off during the summer months are strategies to consider for vending machines whenever possible.

Purchasing

ENERGY STAR® products will be considered when purchasing any new equipment or appliances. Purchasing practices shall be based on long-term environmental and operating costs that include whenever possible environmentally sustainable product purchases, such as energy efficient products. Whenever possible and cost effective the products purchased shall be durable, reusable, made of recycled materials and non-toxic.

First Reading: January 25, 2017
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Key Words

Conservation, Energy Efficiency, Efficiency, Temperature, Sustainability

<u>Legal References:</u> <u>N.J.S.A. 18A:7F-7</u>	Appropriation by school district of undesignated fund balance;
	Amounts allowable
<u>N.J.S.A. 18A:7F-26</u>	Distribution of state aid for facilities
<u>N.J.S.A. 18A:7G-1 through -44 et al.</u>	Educational Facilities Construction and Financing Act
<u>N.J.S.A. 18A: 11-1</u>	General mandatory powers and duties
<u>N.J.S.A. 18A:33-1</u>	District to furnish suitable facilities; adoption of courses of study
<u>N.J.S.A. 18A:33-1.1</u>	Substandard facility; approval; inspection; abandonment
<u>N.J.S.A. 18A:54-20</u>	Powers of board (county vocational schools)
<u>N.J.A.C. 5:23-1.1 et seq.</u>	Uniform Construction Code
<u>N.J.A.C. 6A:23-8.1 et seq.</u>	Annual Budget Development, Review and Approval
<u>N.J.A.C. 6A:25-1.1 et seq.</u>	Qualified Zone Academy Bond Program
<u>N.J.A.C. 6A:26-1.1 et seq.</u>	Educational Facilities
<u>N.J.A.C. 6A:30-1.4</u>	Evaluation process for the annual review

ENERGY EFFICIENCY (continues)

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New Jersey Quality Single Accountability Continuum (NJQSAC)

<u>Cross References:</u>	*1100	Communicating with the public
	*1330	Use of facilities
	*2130	Evaluation of principals
	*3100	Budget planning and preparation
	*3320	Purchasing procedures
	*3510	Operation and maintenance of plant
	*3516	Safety
	*3542.1	Wellness and nutrition
	*4112.4/4212.4	Health
	*4115	Supervision
	*4116	Evaluation of teaching staff members
	*4131/4131.1	Staff training and development
	*4215	Supervision
	*4216	Evaluation
	*4231/4231.1	Staff training and development
	*5141	Student health
	*5142	Student safety
	*6010	Goals and objectives in instruction
	*6114	Emergency and disaster preparedness
	6142.15	STEM (Science, Technology, Engineering & Math)
	*7110	Long-range facilities plan

*Indicates the policy is included in the Critical Policy Reference Manual.