

ENERGY and RESOURCE CONSERVATION GUIDELINES for BUILDING ADMINISTRATORS

A successful energy and resource conservation program in a large school district such as Beaverton requires an advocate in every building. For schools, this advocate or Building Administrator, is the principal; at support facilities, it is the lead Building Administrator. Building Administrators must take an active role as the advocates for conservation in their buildings. They can delegate some tasks, but they must lead by example. Proactive Building Administrators are the key to conserving energy and resources. Under their direction, custodial staff also have an important role in achieving these goals.

These guidelines supersede all previous instructions. It is essential that these energy and resource conservation guidelines be observed in the operation of lighting and cooling/heating equipment and in the management of waste and recycling. Every person has a role to play in this effort. However, it is important to note that these energy and resource conservation guidelines shall not supersede the need to maintain a safe and secure environment for staff, students, and site visitors.

General Responsibilities

Building Administrators

1. Building Administrators are responsible for monitoring the appropriate use of all resources in their buildings.
2. Building Administrators will support the development of and involvement in resource conservation programs.
3. Building Administrators are ultimately responsible for the total energy use of their facility.
4. The District's Energy and Resource Conservation Department will provide energy management tools to each facility. Building Administrators will be familiar with these tools and may delegate monthly energy consumption monitoring tasks.

Custodians

1. Custodial staff need to become familiar with the way their facilities operate in order to perform the limited number of manual operations necessary to shut down their facilities at night, on weekends, and during special shutdown periods.

2. Custodial staff will be responsible for ensuring that heating and cooling equipment and lighting is kept in efficient and effective operating condition, and that all operating guidelines are met.
3. Custodial staff will be responsible for ensuring that the waste service level meets, without exceeding, the needs of the facility. Custodial staff will also ensure that adequate recycling containers are available throughout their facility.

Staff Members

1. While in the building, staff members will be responsible for implementing the guidelines over which they have control. Please refer specifically to the sections on Lighting and Office and Classroom Equipment.

Energy and Waste Walk-Throughs

1. Random walk-throughs will occur at all District facilities to support compliance with District Energy Guidelines. A copy of the energy walk-through report will be sent to the Building Administrator, Head Custodian, Maintenance Administrator, and Executive Administrator for Facilities.
2. Periodic waste and recycling walk-throughs will occur at all District facilities to support compliance with District Recycling Guidelines. A copy of the walk-through report will be sent to the Building Administrator, Head Custodian, Maintenance Administrator, and Executive Administrator for Facilities.

Heating and Cooling

1. The Building Administrator is responsible for reporting building temperatures and conditions that are outside of District standards.

BSD Heating and Cooling Standards

	Heating		Cooling	
	Set Point	Acceptable Range	Set Point	Acceptable Range
Occupied	70° F	68° - 72°F	76°F	75° - 78°F
Unoccupied	55° F	53° - 57°F	No Unoccupied Cooling	

2. The work order process is the proper procedure for reporting problems with heating and cooling.

3. Heating, cooling, and ventilation should only be run during scheduled occupied hours. All buildings in the District will have a night unoccupied setback temperature (for heating) of 55°F.
4. Heating and cooling systems will be kept in unoccupied setback mode during all extended school breaks, Thanksgiving, winter break, spring break, and summer break. Detailed shutdown instructions and check lists will be sent to custodial staff by the Energy and Resource Conservation Department prior to each break.
5. Space heaters are not to be used in District buildings during regular office hours. Energy Star rated space heaters may be used in the case of temporary problems with heating systems, or when specifically approved due to an individual's health condition.
6. All doors and windows shall be closed if the HVAC system is on and working properly.
7. Building use for after hours programs and summer school will be coordinated with the District Maintenance Department. Work Orders should be submitted by the school identifying the program schedule and building rooms to be used. Maintenance and the Resource Conservation Program Manager will provide advice to the school regarding heating and cooling zones to facilitate locating programs in single zones when possible to minimize energy consumption.

Lighting

1. The Building Administrator is responsible for ensuring that problems with lighting, lighting controls, and occupancy sensors are reported via the work order system.
2. Lights should only be on in occupied spaces. Turn off lights when leaving a room for more than 5 minutes, even if occupancy sensors are installed. Allow occupancy sensors to be used as back-up.
3. Lighting shall be kept at minimum levels at all times. Use task lights, table lamps, or a single bank of lights during prep time. Corridors should be lit at half level wherever possible. However, adequate lighting should always be provided to meet safety standards and building code requirements.
4. Task lights and table lamps must use Energy Star rated lamps of no more than 28 watts. Table lamps should only be used with compact fluorescent lamps and in place of ceiling lights.
5. Make use of natural day-lighting when available. To do this, blinds should be open during the day, and lights should be shut off in areas with day-lighting.
6. Lights will only be turned on in the immediate work area for custodial tasks. Do not turn on an entire wing for cleaning. Light only one room at a time.
7. Exterior lighting should be limited to main entrances and major egress areas and should not be

on during daylight hours.

Office and Classroom Equipment

1. All office equipment, except for fax machines and network servers, must be turned off by staff every night before leaving the building.
2. Turn off all office/classroom computers using standard shut down procedures.
3. Turn off all printers using individual machine power buttons.
4. Never shut off networked computers and printers by using the switch on a power strip; this may cause the loss of network connectivity.
5. Classroom technology equipment (i.e., document cameras, amplification systems, projectors, etc.) will be turned off when not being used and at the end of the day.
6. The use of screen savers is discouraged; they do not save energy.
7. All office equipment brought into the District must be Energy Star rated when an Energy Star rated product is available.
8. All computers should be set to put the monitor to sleep after 5 minutes and, wherever possible, hard drives will be set to sleep after 20 minutes and hibernate after 60 minutes.
9. All copiers will be set to go into low power mode after 5 minutes and full power save after 60 minutes.
10. All printers will be set to go into power save mode after 20 minutes, if possible.

Hot Water

1. Hot water should be no more than 120°F in any location in the building other than the kitchen or scullery.
2. Thermostats on all water heaters (other than those solely for kitchen use) shall be set at 120°F.
3. The Building Administrator is responsible for reporting water temperatures in excess of 120°F (in places other than the kitchen) via the work order system.

Kilns

1. Kilns may be loaded, but must not be fired during the school day. Firing of kilns must occur during off-peak hours for electrical use typically after 3:00 p.m. provided that this practice is safe. Consult with Risk Management, if in doubt.

2. Kilns must not be fired in air-conditioned spaces or in spaces with connecting doors open to an air-conditioned space.
3. All kilns should reach temperature in less than eight hours. If a kiln does not reach temperature in eight hours it is the responsibility of the Building Administrator to report and request repair of the kiln via the work order system.

Home and Kitchen Appliances

1. No used home appliances (refrigerators, toaster ovens, coffee makers, hot plates, etc.) are to be brought into the District. Appliances provided in lunchrooms will be District-owned and Energy Star rated, unless Energy Star products are not available (e.g., microwave ovens). Where Administrators determine a need for appliances in locations other than lunchrooms, Energy Star rated products must be used. The use of appliances that run continuously (refrigerators) is discouraged in locations outside of the lunchroom.

Water Use

1. All water leaks in the building and running toilets will be reported promptly.
2. All stuck sprinkler heads, wash-outs, puddles, soft spots, or other signs of irrigation leaks must be reported promptly.
3. The Building Administrator is responsible for reporting all water leaks via the work order system, and having the appropriate valves shut off to isolate the leak once a leak is identified.

Recycling and Disposal

1. Custodial staff is responsible for the collection of recyclable material.
2. A durable or cardboard commingle recycling container will be placed next to any garbage container.
3. Kitchen areas will have at least one roll cart for commingled recycling collection.
4. Glass collection will be kept separate from all other recyclable material.
5. Signage will be used to direct and promote commingled recycling practices.
6. Consider reuse of resources, especially at the end of the year clean-out.
7. The Building Administrator will ensure that District surplus guidelines are followed for the disposal of electronics, furniture, textbooks, and teaching materials.
8. Custodial staff is responsible for the collection and storage of hazardous materials prior to removal from the building as directed by the Risk Management Department.

District Purchasing

1. The District Purchasing Manager will ensure only Energy Star rated electrical appliances and equipment will be procured unless there is no satisfactory Energy Star product available for purchase.
2. District procurement specifications will include the requirement for Energy Star products, if they are available.