

## ENERGY CONSERVATION

The Board of Education shall encourage and support an energy conservation and education program in the School District of Hartford Jt. #1 to substantially lower consumption of electricity, natural gas, oil and water. It shall be the responsibility of each District employee and student to actively participate in conservation efforts in order to reduce consumption to levels prescribed by State and Federal laws.

The District shall participate in energy conservation programs approved by the Board. It shall be responsibility of the Business Manager or designee to implement, direct, monitor, evaluate and report District energy conservation efforts to the Board.

### Guidelines

All school employees are required to conserve energy consumption in the District schools.

1. During occupancy, the building temperatures shall be no warmer than 71 degrees (during heating season) or cooler than 74 degrees (during cooling season).
2. During unoccupied times, building heating temperatures shall be set back six (6) degrees and cooling temperatures shall be set back to eighty (80) degrees.
3. Lights shall be turned off when rooms are not in use.
4. Corridor lighting shall be reduced when not occupied.
5. Attempts shall be made to consolidate activities to minimize the number of buildings and times used during off school hours.
6. Staff members shall incorporate energy conservation in classroom instruction and encourage student cooperation.
7. No personal appliances (except radios) are permitted without written authorization.
8. Air handlers shall be shed ten (10) minutes each hour.
9. The district shall install software on all desktop computers to centrally manage and minimize energy usage.
10. Maintain Practical Energy Management program as provided by focus on energy to track energy conservation. Track energy to reduce costs.

CROSS REFERENCE: Policy GCQ – Personal Property in Buildings