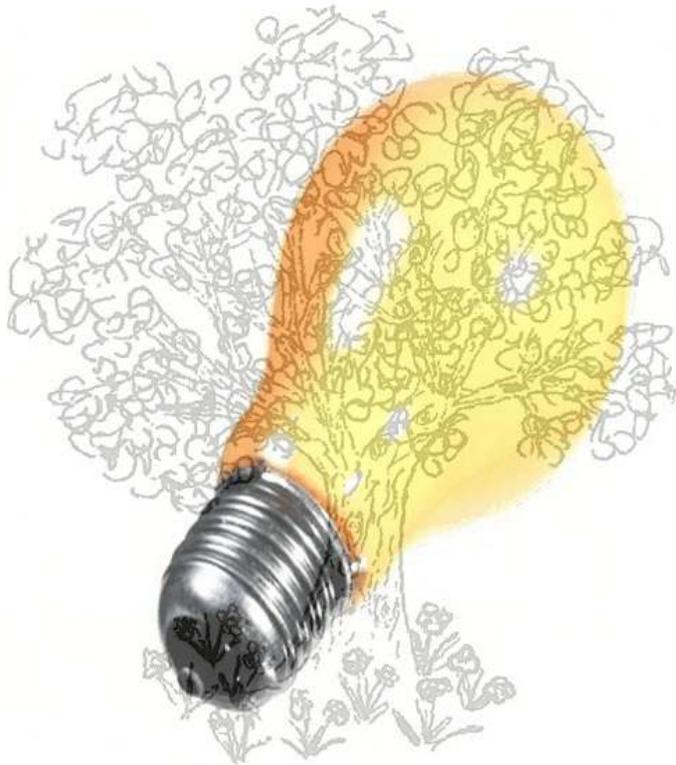


# ENERGY CONSERVATION GUIDELINES



 **Prairie State College**

## INTRODUCTION

On June 19, 2007, the District 515 Board of Trustee approved the implementation of a comprehensive energy management program. It is estimated that the program will generate a savings between \$500,000 to \$1 million dollars over the next five years.

*“The purpose of our energy management program is to avoid unnecessary energy cost and consumption, our commitment is always to be good stewards of the dollars that our tax payers give us as we provide the highest quality educational programs to our students.”*

## ENERGY CONSERVATION

It is essential that energy guidelines be observed in order for the program to be successful. The most efficient use of heating, cooling and lighting equipment is essential. To maintain an environment that is conducive to the educational process, classroom temperatures should be between 75 and 78 degrees during the cooling season in the air conditioned areas and between 70 and 72 degrees during the heating season.

## HEATING SEASON PROCEDURES

The following energy conservation guidelines are to be observed during the heating season:

1. The thermostat will be set no higher than required to maintain a temperature between 70 and 72 degrees.
2. Classroom doors and windows should be closed when the heating equipment is in operation.
3. Each building will be responsible for setting the

thermostat back to 55 degrees at the end of each day during the heating season. If it is found on extremely cold nights, that 55 degrees is not sufficient to heat the building so that it is comfortable when the students arrive in the morning, the following action should be taken.

- a. The nighttime temperature should be adjusted to 60 degrees.
  - b. The office of the Director of Physical Plant & Facilities should be notified.
4. Each building will be responsible to ensure that the security and maintenance staff performs an end-of-the-day shutdown checklist Monday through Thursday and a weekend shutdown checklist on Friday, Saturday, or Sunday as applicable.
  5. Exhaust fans in the restrooms shall be turned off at the end of each day.
  6. No space heaters!

## AIR CONDITIONING SEASON PROCEDURES

The following energy conservation procedures are to be observed in those buildings possessing air conditioning equipment.

1. Buildings with non-operable windows.
  - a. Air conditioning will be provided when the outside temperature exceeds 75 degrees.
  - b. Classroom temperatures can be reduced with the use of ceiling or portable fans where applicable.
  - c. Close individual classroom doors when the air conditioning equipment is in operation.

- d. Air conditioning equipment should be turned off 30 to 45 minutes before students leave school. Classroom temperatures will be maintained long enough to afford comfort for the period the teacher remains in the classroom after the students have left.
- e. Air conditioning will be provided during the summer for office personnel, custodial/maintenance staff involved in team cleaning (6 or more working in an area), and summer school classes or related events only.

## PROCEDURES FOR OPERATING LIGHTING

1. Lights in classrooms should not be turned on unless needed, teachers should make certain that lights are turned off when leaving the classroom. Lights in all gymnasiums shall be turned off when the gymnasiums are not being utilized.
2. All outside lights should be turned off during daylight hours.
3. Custodians should turn lights on only in the specific area in which they are working.
4. Refrain from turning lights on unless needed. Remember, lights not only consume electricity, but also give off heat.
5. Light sensors have been installed in some classrooms and offices. These sensors work on movement and body heat. If the light goes off in your class room or office when no one turned the switch off, it is due to the sensor. Please notify maintenance so the sensor can be adjusted.
6. Questions can be directed to: Physical Plant & Facilities, 709-3700.