

# Evergreen School District #114

## Board Policy No. 8600

### Section: Non-Instructional Operations

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#### **Efficient and Responsible Use of Resources**

The Board of Directors recognizes that resources are limited and come at a cost. It also understands that the activities engaged in by the district impact the environment. As a body of the local community, the Board advocates the responsible use of available and necessary resources in conducting the business of educating its students. The Board believes it is both its environmental and financial responsibility to engage in a program that minimizes costs of resource utilization and promotes environmental stewardship.

The Board believes that such a program has several components. These components include:

- The establishment of goals and activities designed to effectively and efficiently manage available resources.
- The promotion of, and participation in, conservation efforts by staff and students.
- An expectation of responsible behavior on behalf of district students and staff.
- Regular reporting of the district's activities and progress toward meeting its resource use and environmental impact goals.
- Engaging in educational opportunities for staff and students that promote environmental stewardship and responsible resource use.
- Consideration of the most prudent use of available resources in the design and construction of new buildings and remodeling of existing buildings.
- Recognition that responsible resource use and environmental stewardship have a financial component and, therefore, the district has an associated fiscal responsibility to its community in their management.

The superintendent, or his/her designee, shall implement, direct, monitor, evaluate, and periodically report district resource conservation efforts.

History: Combined with Board Policy 8700 February 10, 2009.

**Adopted by the Board of Directors: April 13, 1981**

**Revised by the Board of Directors: February 10, 2009**

# Evergreen School District #114

## Administrative Procedure No. 8600P

### Section: Non-Instructional Operations

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#### **Efficient and Responsible Use of Resources**

In support of Evergreen Public Schools' Policy 8600, guidelines have been established regarding building operating standards. The purpose of the standards is to minimize resource use while maintaining healthy, effective, and comfortable learning and working environments for students and staff. In addition, minimized resource use minimizes the potential negative impact of their use on the environment.

The district is committed to the ongoing effort of improving the energy efficiency of all buildings as well as reducing their impact on the waste stream. As a result, all district staff, students and patrons will be expected to follow the standards herein set forth.

#### **Lighting Standards**

- Lights will be on only when a room or space is occupied.
- Reduced wattage (28 watts or less) task lighting is encouraged in large spaces, such as classrooms, where only one or two people occupy the space. If not available, consider lighting only a portion of the room.
- Custodians should only light their immediate work area when working after dark and determine that all other lighting is off.
- Daylight should be used whenever possible. If daylighting is adequate for a specific task, then artificial light for the task should be eliminated.
- Spaces will be lit in accordance with generally accepted industry lighting standards for specific spaces and uses.
- All employees are responsible for turning lights off in a space they are the last to exit.
- Gymnasiums will be minimally lit when unoccupied.
- All buildings will be minimally lit during unoccupied hours.
- Exterior lights are to remain off during daylight hours. In addition, they are to remain off at night except during periods when egress lighting is required for occupied spaces.
  - In the morning, lights are to be turned on no more than 15 minutes prior to the arrival of the first building occupant.
  - In the evening, lights are to be scheduled off no more than 15 minutes after the building is secured for evening.
  - All lights are to remain off overnight and for the weekend and unoccupied holiday periods.

## Heating, Ventilation, Cooling

- Space temperatures will be set in accordance with the following table:

Area	Occupied Set Points		Unoccupied Set Points	
	Heating	Cooling	Heating	Cooling
Classrooms, administrative offices, work rooms, libraries, meeting rooms, staff lounges, locker rooms	68 – 70°	74 – 76°	55°	90°
Cafeterias, multi-purpose rooms, shops, industrial arts, gyms, kitchens, restrooms, hallways	65°	76 – 80°	55°	90°
Storage rooms	62°	80°	55°	90°
Computer labs	68 – 70°	74 – 76°	55°	85°

- The difference between heating and cooling set points will be no less than 6°.
- Space heaters may only be used by prior authorization and only for times when a building's heating system cannot deliver space temperatures within district temperature ranges. Space heaters will be provided by the Maintenance Department. Space heaters brought from home will not be permitted.
- Windows and doors are to remain closed while mechanical heating or cooling equipment is in operation.
- The building administrator is responsible for reporting space temperatures and building conditions that are out of compliance with district standard.
- Heating, cooling and ventilation systems will be set in unoccupied mode for all extended school breaks and holidays, as well as evenings and weekends.
- Start times for heating and cooling equipment will be set to achieve occupancy temperature no sooner than 15 minutes prior to required staff arrival time for a majority of the staff.
- Heating, cooling and ventilation systems will turn off no later than 30 minutes after student dismissal times for typical school days.
- Unless otherwise stipulated, after hours use of buildings will be set in unoccupied mode.
- All equipment used for heating, cooling and ventilation shall be maintained in accordance with manufacturer's recommendations or as conditions dictate.
- Occupied hours are considered those where a majority of building staff is required to be in the building or when groups of students or staff are in attendance in portions of a building (e.g. daycare). All other times, for the purpose of this section, will be considered unoccupied.

## Plug Loads

- No personal appliances will be allowed in classrooms without prior written approval.
- Electrical equipment in classrooms (overheads, TVs, VCRs, DVD players, etc.) shall be turned off at the end of each school day by the classroom person in charge.
- All office equipment is to be turned off daily. Exceptions would include fax machines and critical computers.

- Copiers and prints should utilize power saver modes when not in use for more than 60 minutes.
- Lights are to be removed from vending machines.
- Where applicable, vending machines will be equipped with vendor misers or other energy-use limiting equipment, to limit machine cycling during unoccupied hours.
- Food services will minimize the use of refrigeration during extended breaks.

### **Computers**

- Computers will be programmed to have equipment “sleep” when not in use for more than 10 minutes.
- All non-networked CPUs and computer peripherals will be turned off at the end of the school day each day.

### **Solid Waste**

- Every classroom, kitchen, cafeteria and office will be provided opportunities to recycle.
- All sites will be provided opportunities to recycle as much waste, both quantity and type, as is acceptable by the local hauler.
- District staff shall be proactive in seeking recycling opportunities for any district waste, to the extent financially feasible.

### **Communication**

- The district Resource Conservation Manager will develop a plan with the Community Relations Department using a variety of media to communicate the district’s conservation efforts to staff, students and community.

**Authorized by the Superintendent:**           /s/ John Deeder          February 12, 2009