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# SCHOOL DISTRICT NO. 36 (SURREY)

No. 6530.1

## REGULATION: ENERGY MANAGEMENT CONSERVATION

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1. The Board of Education of School District No. 36 (Surrey) is a BC Hydro Power Smart Partner, and in 2010/2011 developed an Energy Management Action Plan to optimize resources and reduce waste.

The Board's target as identified in the Energy Management Action Plan is to maintain greenhouse gas emissions as measured in carbon tonnes at 2008 levels and achieve annual energy savings of 2 million kilowatt hours (kWh) through hard-wired energy savings projects. The Board will target cumulative savings of 10 million kWh by the end of the 2015 calendar year.

The Director of Energy Management and Sustainability, reporting to the Secretary-Treasurer, will coordinate energy management activities with the active participation of site personnel at key locations.

Energy Management activities will include:

- a) Identifying and allocating resources
- b) Identifying cost-effective energy measures
- c) Reporting annually on the actual energy performance of the district
- d) Identifying targets for future energy performance and monitoring progress and performance
- e) Encouraging energy saving suggestions from all staff and students
- f) Training a number of staff and students to be energy champions
- g) Ensuring that improvements in energy efficiency and the installation of new technologies are considered for capital investment
- h) Encouraging continued staff development and training for technical issues related to energy

## 2. DISTRICT ENERGY COMMITTEE

- 2.1 To ensure integrated management of district energy performance and to advise the Director, a committee of senior management leaders from key departments will meet quarterly with the Director of Energy Management and Sustainability. The Energy Committee will have representation from the Superintendent's Department, the Secretary-Treasurer's Department, Business Management Services, Communications, Facilities, Information Management Services, Purchasing, secondary school administration, and elementary school administration.

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**3. ENERGY MANAGEMENT ASSESSMENT**

3.1 District energy performance will be assessed annually. The Director of Energy Management and Sustainability is responsible for developing a yearly action plan based on the findings of the assessment and for monitoring progress on the identified goals and technical projects.

**4. OPERATIONS AND MAINTENANCE PROCEDURES**

4.1 It is essential that these Energy Management Conservation procedures be observed for the operation of energy consuming equipment in order that the objectives of the Board's policy be realized.

4.2 The Director, Physical Plant & Transportation Services, will, within the constraints of available funding, ensure that the efforts of Physical Plant personnel continue to improve the efficiency of mechanical, electrical and structural systems. Detailed records kept by the department will identify initiatives to conserve energy that have been undertaken by the Physical Plant Department at each school.

**5. LIGHTING**

5.1 All unnecessary lighting will be turned off by appropriate site staff.

5.2 With the exception of lights required for security and safety, all lights will be turned off when students, teachers and other employees leave the school or other district owned or leased facilities.

5.3 Where practical, janitorial or other employees should turn on lights only in areas in which they are working or where specific lighting is required for security and safety reasons.

5.4 Parking lot and other outdoor lighting controlled via photocells and time clocks will be set at the discretion of Physical Plant.

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**6. ALL HEATING, VENTILATION, AIR CONDITIONING SYSTEMS**

- 6.1 Thermostats and other control equipment setpoints for heating, ventilation and air conditioning equipment (HVAC) are not to be altered by anyone other than those authorized.
- 6.2 The facilities administrative officer/building manager and Physical Plant shall be jointly responsible for the facilities HVAC start-up and setback procedures and schedules.
- 6.3 To maintain an environment that is conducive to the educational process, all facilities, where possible and practical, will function within the following temperature ranges:
- (a) average temperatures during occupied periods:
    - i) in classrooms, libraries and offices:
      - 20 – 24 degrees C (heating season)
      - 23 – 26 degrees C (cooling season)
      - In gymnasias, shop areas, etc: 18 degrees C (on request, gymnasias and shop areas may be set cooler or warmer but not to exceed the above range);
    - (b) night, holiday and weekend setback for all areas: 13 degrees C;
    - (c) where air conditioning is available, mechanical cooling will not start until outside temperature exceeds 23 degrees C;
    - (d) where ventilation is available, fresh air will be introduced into the room to attempt to maintain comfort conditions;
    - (e) heating, ventilation and, where available, air conditioning systems are scheduled to operate at the discretion of Physical Plant.
- It is recognized that evening use may require adjustment to setback hours. Such adjustments would be determined by the site administrator in consultation with Physical Plant.
- 6.4 In buildings with opening windows, circulating fans and air conditioners controlled by on/off switches and individual non-programmable controls, personnel must:

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- (a) refrain from turning the air conditioning equipment on until the outdoor temperature exceeds 23 degrees C. Temperature control should be achieved by the use of fans and window adjustments where possible.
  - (b) where practical, and when consistent with the educational activity taking place in the room, close all windows and doors when the heating or air conditioning system is operating;
  - (c) turn off air conditioning equipment at the approximate time students leave school, or in the case of an office space, when the office is unoccupied;
  - (d) refrain from using air conditioning equipment in classrooms during summer months unless the classroom is being used for summer school or WCB regulations and/or collective agreements require otherwise.
- 6.5 When operating heating equipment, schools will adhere to the following guidelines:
- (a) thermostat controls will be set no higher than 22 degrees C;
  - (b) individual classroom and office doors should be closed when heating equipment is in operation when such practice is consistent with the educational activity taking place in the room and the mechanical systems design;
  - (c) similar procedures should be followed for offices and other heated areas with manual thermostats.

Revised: 2011-05-19  
Revised: 2004-10-26  
Approved: 1992-12-10

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