



RED CLAY CONSOLIDATED SCHOOL DISTRICT
ADMINISTRATIVE MEMORANDUM

ENERGY MANAGEMENT | 5011.1

As established in Board Policy 5011, the Red Clay Consolidated School District Board of Education is committed to the efficient use of energy and other natural resources throughout the district while maintaining a comfortable and safe learning environment for all students and staff. This administrative memorandum provides guidelines and procedures that follow best management practices for energy management in the daily operation of the district’s facilities, including behavioral strategies, lighting, temperature control, ventilation, peak demand control, and scheduling.

Seasonal Temperature Settings

School and building temperatures shall be governed by the following chart:

Conditioning Season	Temperature Range	
	Heating Season	Air
Classrooms	68–70° F	73-74° F
Offices	68–70° F	73-74° F
Entrances and Storage	60–62° F	Not Conditioned
Hallways and Stairways	65–67° F	Not Conditioned

The air conditioning season temperature ranges do not apply to school spaces that are not equipped with air conditioning.

The temperature will be set at 55° F (or appropriate unoccupied set back temperature based on building history) no later than the close of the teacher work day, during the heating season.

The Automatic Temperature Control system will be programmed to achieve the guideline temperatures by the instructional start time, maintaining the occupied spaces until the end of the student day. Special requests for school occupied temperatures shall be made in advance of the event.

During the summer months, air conditioning will not be utilized in unoccupied classrooms. Exceptions may be granted only by approval from the Manager of Maintenance and Facilities.

Exterior doors and windows in the classrooms shall remain closed when the air conditioning or heating systems are on.

Normal operating temperatures may be temporarily modified to comply with any load shedding, utility requested, or other energy savings programs. In these cases, every effort will be made to notify building users as far in advance as possible.

Authorizing Code	RCCSD Board of Education Policy 5011 State of Delaware Executive Order No. 18	Issued	May 9, 2011
Office Responsible	Manager of Maintenance and Facilities	Revised	April 30, 2018
References	N/A		



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The Manager of Maintenance and Facilities is charged with the responsibility and authority to direct the seasonal conversion from heating to air-conditioning in the spring and from air conditioning to heating in the fall.

The springtime conversion from heating to air conditioning will occur no sooner than April 15 and will be accomplished no later than May 15, depending on the specific weather patterns of the year and at the direction of the Manager of Maintenance and Facilities. Variations to this schedule will be made only as authorized by the Superintendent.

The fall season conversion from air conditioning to heating will occur no sooner than October 1 and will be accomplished no later than November 1, depending on the specific weather patterns of the year and at the direction of the Manager of Maintenance and Facilities. Variations to this schedule will be made only as authorized by the Superintendent.

The Supervisor of Maintenance shall notify school principals and chief custodians of the intended date to perform the seasonal HVAC conversion.

Lighting

Areas that are not occupied (even if left for a short period of time) will have lighting turned off. After the school day, custodians will decrease lighting in the hallways where possible. Custodians will turn on lighting only in areas where they are working or for scheduled facility use.

Lights in all gymnasiums, cafeterias, and auditoriums will be off unless the area is being utilized.

All exterior lighting shall be turned off during daylight hours. Exterior lighting shall be operated on a motion detector/photocell or timer with adequate lighting for security purposes only during evening hours when the building does not have evening events scheduled. The Manager of Maintenance and Facilities and the school principals shall collaborate on any required exterior lighting schedules.

Exhaust Fans

Exhaust fans in rest rooms shall be turned off during periods of time when schools and buildings are unoccupied.

Office Equipment

Copy machines, laminating equipment, and other office machines shall be turned off each night if the equipment does not have a sleep or hibernation mode.

Computers and Peripherals

All classroom and media center computer monitors, printers, and other peripheral technology equipment shall follow the energy saving regulations of the Technology Department.

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All computer equipment, including computer CPU units, shall utilize sleep mode on a daily basis and function under the control of the Technology Department.

Essential computer equipment, including but not limited to the district's network servers and web access servers, the security system servers and computer equipment, the building automation system servers and computer equipment shall be exempt from guidelines relating to sleep mode.

Televisions, video cassette recorders, and other such appliances shall be unplugged except when in use. Televisions shall only be used for educational uses during the educational day.

Personal Electrical Appliances

As called for in State of Delaware Executive Order No. 18, portable appliances (including but not limited to compact refrigerators, microwaves, coffee pots, toaster ovens, space heaters, hotplates, and any other such devices) are not permitted in classrooms and offices. The school principal is authorized to approve the consolidated and coordinated use of refrigerators and microwave ovens only for departmental offices and teacher lounges.

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The school principal shall submit to the Manager of Maintenance and Facilities the school-wide plan for the coordinated use of personal appliances which identifies the designated areas for the appliances and likely users of the appliances. This plan shall include any appliances, refrigerators, or equipment utilized by booster organizations in the snack stands and other spaces.

The Manager of Human Resources will provide written permission for personal appliances required by district employees due to medical necessity.

The Director of Special Services will approve personal appliances for student with special needs.

Appliances that have been purchased by the district that are intended to contribute directly to the educational mission of the district (e.g., instructional kitchens) and appliances which serve the medical needs of students (e.g., refrigerators in the nurse's suite) are exempt from this administrative memorandum.

Refrigerators and microwaves that have been approved by the school principal must be in good working order and must be cleaned out and unplugged during the winter, spring, and summer breaks.

The Manager of Maintenance and Facilities, in consultation with the school principal, shall have the authority to require the removal of personal appliances that have not been authorized and/or that have been determined to be unsafe or unsuitable. These will be disposed of with no compensation made to owners if after sufficient notice, they have not been removed.

Child Nutrition Energy Conservation

Energy conservation measures shall be implemented according to the guidelines established by the Manager of Nutrition Services, including but not limited to washing, cooking, and lighting.

Vending Machines

With the exception of cafeteria vending machines, vending machines will not be accessible to students during the student day.

The Manager of Maintenance and Facilities will have authority to equip vending machines with energy monitoring/energy saving technology.

Athletics and Athletic Facilities

As authorized by the Superintendent, athletic sporting events shall be scheduled in such a manner as to conserve energy to the maximum extent possible.

Modifying or Bypassing Temperature Guidelines

Employees are prohibited from making changes to thermostats, building control systems or other items to modify the temperature in building spaces without authorization from the facilities department. This includes removing, modifying or attaching items to

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thermostats. Any temperature problems should be reported to the building chief custodian who will work with appropriate personnel to get spaces conditioned properly.

Questions about the information contained in this administrative memorandum should be directed to the Assistant Superintendent.

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