BUNCOMBE COUNTY SCHOOL BOARD POLICY	**BUSINESS & NON–INSTRUCTIONAL OPERATIONS** **ENERGY CONSERVATION**	6535 ~~560~~

ENERGY CONSERVATION

It is the policy of the Buncombe County School System to conserve energy. All employees are directed to conserve energy in the areas of heating, cooling, and lighting of facilities, the use of hot water and other material resources, and the operation of all equipment. Special operating procedures ~~have been developed and energy goals~~ have been established for ~~each facility~~ the district. Energy records will be maintained. Each school or facility is directed to have an energy conservation committee in operation. Implementation procedures, which elaborate and clarify the subject policy, will be maintained in all school facilities, offices of the Buncombe County Maintenance Department, and Buncombe County Administrative Offices.

1. ~~Operating~~ Occupied Hours

For the purpose of this policy, ~~operating~~ occupied hours shall be defined as follows:

~~Elementary~~ All Schools~~s~~ Buildings	7:~~3~~00 a.m. until 3:30 p.m. Monday through Friday
~~Middle Schools~~	~~7:30 a.m. until 3:30 p.m.~~ ~~Monday through Friday~~
~~High Schools~~	~~7:45 until 3:30 p.m.~~ ~~Monday through Friday~~
Administrative Offices~~, Support Facilities, and p.m. Administrative/Support areas within schools~~	7:00 a.m. until 5:00 Monday through Friday

2. ~~Nonoperating~~ Unoccupied Hours

For the purpose of this policy, ~~nonoperating~~ unoccupied hours shall be defined as follows:

All ~~Elementary~~ Schools~~s~~ Buildings	3:30 p.m. until 7:30 a.m. the following day, Monday through Friday

~~Middle Schools~~	~~3:30 p.m. until 7:30 a.m. the following day, Monday through Friday~~
~~High Schools~~	~~3:30 p.m. until 7:45 a.m. the following day, Monday through Friday~~
Administrative Offices~~, Support Facilities, and Administrative/Support areas within schools~~	5:00 p.m. until 7:00 a.m. the following day, Monday through Friday

(All school holidays and weekends are designated ~~non-operating~~ unoccupied hours.)

3. Heating and Cooling Seasons

Buildings that require changeover from heating to cooling and vice versa shall have a single date of changeover and Heating and cooling seasons shall be decided by the principal or facility manager once defined, the season shall remain constant. Once the request has been made by a school principal, the changeover date will be determined by the Director of Maintenance.

4. Tampering with Thermostats, Sensors and HVAC Equipment

It is against board policy to tamper with thermostats or temperature sensors other than According to manufacturer intended use. Infractions may result in disciplinary action And/or financial liability.

4~~5~~. Cooling Temperature - Instructional Areas, ~~Operational~~ Occupied Hours

The temperature within instructional areas during occupied hours in the cooling season shall be **no less than 75 degrees.**

5~~6~~. Cooling Temperature - Instructional Areas, ~~Non-operational~~ Unoccupied Hours

No cooling or ventilating equipment shall operate during ~~Non-operational~~ unoccupied hours.

6~~7~~. Heating Temperature - Instructional Areas, ~~Operational~~ Occupied Hours

The temperature within instructional areas during ~~operational~~ occupied hours in the heating season shall be **no more than 68 degrees.**

~~7~~8. Temperature in Instructional Areas, ~~Non-operational~~ Occupied Hours

The temperature within instructional areas during ~~Non-operational~~ unoccupied hours shall be **no less than 50 degrees**, but **no more than 55 degrees.**

~~8~~9. Temperature Standards - Administrative and Support Facilities

Temperature standards for office areas for support personnel shall be the same as previously mentioned for instructional areas.

~~9~~10. Temperature Standards - Support Areas ~~Common to All Schools~~ with Exceptions

During the heating season, minimum temperatures for certain support areas ~~common to all schools~~, such as ~~lobbies, hallways, toilets, lunchrooms, and~~ gymnasiums, Career-Technical Education shops, greenhouses, and other outbuildings shall be **no more than 65 degrees** during ~~operational~~ occupied hours. During the cooling season, the maximum temperature for ~~hallways and lobby areas~~ these spaces will be **no less than 75 degrees.** ~~Restrooms and gymnasiums~~ Spaces with exceptions will be ventilated but are not required to be air-conditioned during the cooling season.

~~10~~11. Exceptions to ~~Non-operational~~ Unoccupied Hours

All activities requiring heating or cooling outside of previously defined occupied hours must complete an After-Hours Energy Request in writing (through the electronic work order system) a minimum of 48 hours in advance. Heating or cooling will be provided as required at operational standards for the following activities:

- Any school activity, which is sponsored by the Buncombe County Board of Education.
- PTO and PTA meetings.
- Activities and/or functions in which Buncombe County School officials are acting in an official capacity.
- HVAC use approved through and in compliance with Policy Code: 5030 and 5030-R Community Use of Facilities.
- Any reason surrounding the safety and health of a building as determined by the Director of Maintenance.

~~11~~12. School or Facility Energy Conservation Committee

Each school or facility shall formulate an Energy Conservation Committee, which shall be comprised of the building principal, or facility manager, head custodian, cafeteria manager, teachers, students, and any others as appropriate.

~~12~~13. Use of Small Appliances

The Board of Education recognizes that a need exists to use helpful electrical appliances in the schools. Because of fire safety, ~~and~~ energy conservation, ~~consumption issues~~ and electrical load issues, the Board ~~will~~ limits the use of such devices as follows:

a. Coffee pots must be ~~approved for commercial use and be~~ limited to the kitchen, faculty lounge, or other appropriate area defined by the principal and approved by the safety officer.

b. Microwaves ~~ranges~~ must be ~~approved for commercial use and be~~ limited to the kitchen, faculty lounge, or other appropriate area approved by the safety officer.

c. Toaster ovens, crock pots, hot plates, bread toasters, bread making machines, specialized grills for any purpose or similar equipment must be ~~approved for commercial use and be~~ limited to the kitchen, faculty lounge or other appropriate area approved by the safety officer.

d. Refrigerators or similar equipment are limited to the kitchen, faculty lounge or other appropriate area approved by the safety officer.

e. Space heaters or any portable heating device will not be allowed within any facility. Exceptions will only be made in emergency situations ~~and then only to avoid structural damage to buildings~~ and with approval from the Director of Maintenance.

f. Electric fans must be UL Solutions (UL) approved and used in accordance to the manufacturer's safety specifications. No fans may be hard wired without permission of the Director of Maintenance.

g. Electric staplers, hole punches, typewriters, computers, clocks, radios, televisions and similar devices used in instructional related services are allowed but must be UL approved.

h. Equipment used in defined instructional programs such as consumer science classes must be approved by the principal, Director of Vocational Education and safety officer. Approved items include, but are not limited to, electric scissors, electric knives, can openers, mixers, sewing machines, steam irons, sergers, etc.

i. Aquariums must be UL approved. This includes all components including, but not limited to, lights, heaters, and pumps.

j. Other items that must be UL approved include but are not limited to, incubators, heat lamps, string lights (battery okay), desk lamps, and essential oil diffusers.

13. Extension Cords

No household extension cords will be allowed. Approved extension cords must be minimum of 12-gauge wire and will be for temporary use only. Multiple extension cords or any combination of surge protectors or power strips is not allowed and may not be used in a connected sequence daisy-chain fashion for any reason. Daisy-chaining is prohibited.

The intent of this policy is to limit the use of electrical devices to achieve energy efficiency and promote safety in the classroom and workplace. Every effort will be made to accommodate a reasonable use of equipment. All fire codes, OSHA, and safety regulations will be adhered to.

Adopted: August 6, 1992
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