



ENERGY CONSERVATION

for

CLAY COUNTY SCHOOL DISTRICT

PREVIOUS ENERGY POLICY

HVAC SCHEDULING and GENERAL GUIDELINES



A. ADMINISTRATION

TIME ON (M-F): .50 HOUR BEFORE EMPLOYEES SCHEDULED DAY
TIME OFF (M-F): .50 HOUR BEFORE END OF EMPLOYEES SCHEDULED DAY

NO WEEKEND OR HOLIDAY OPERATION

COLD DAY/HOT DAY VARIANCE ALLOWED

B. TEACHER OCCUPIED SPACES / CLASSROOMS

TIME ON (M-F): .50 HOUR BEFORE TEACHER REPORT
TIME OFF (M-F): **END OF TEACHERS SCHEDULED DAY**

NO WEEKEND OR HOLIDAY OPERATION

COLD DAY/HOT DAY VARIANCE ALLOWED

C. CAFETERIUM KITCHEN

TIME ON (M-F): 1.00 HOUR BEFORE EMPLOYEES REPORT
TIME OFF (M-F): END OF EMPLOYEES SCHEDULED WORK DAY

WHEN WASHING KITCHEN FLOORS, .50 HOUR BEYOND SCHEDULED WORK DAY IS PERMITTED

NO WEEKEND OR HOLIDAY OPERATION

COLD DAY/HOT DAY VARIANCE ALLOWED

FOR THOSE AREAS WITH HIGH HUMIDITY, ETC...PLEASE USE YOUR OWN DISCRETION. IN ADDITION, PLEASE NOTIFY MAINTENANCE, VIA THE WORK ORDER SYSTEM TO CORRECT THE PROBLEM

D. CAFETERIUM DINING

TIME ON (M-F): 1.00 HOUR BEFORE SCHEDULED USE
TIME OFF (M-F): AT END OF SCHEDULED USE

NO WEEKEND OR HOLIDAY OPERATION

SCHOOL'S DISCRETION: WEEKEND OPERATION PERMITTED FOR SCHEDULED EVENTS AND/OR GROUP

ACTIVITIES FOR SPECIFIC TIME OF USE

COLD DAY/HOT DAY VARIANCE ALLOWED

E. COMPUTER LABS

TIME ON (M-F): .50 HOUR BEFORE TEACHER REPORT
TIME OFF (M-F): END OF TEACHERS SCHEDULED DAY

NO WEEKEND OR HOLIDAY OPERATION

COLD DAY/HOT DAY VARIANCE ALLOWED

F. MEDIA CENTER

TIME ON (M-F): .50 HOUR BEFORE TEACHER REPORT
TIME OFF (M-F): 1.00 HOUR AFTER END OF TEACHERS SCHEDULED DAY
TIME ON (S-S): NOON
TIME OFF (S-S): 3:00 P.M.

COLD DAY/HOT DAY VARIANCE ALLOWED

EXTENDED HOLIDAYS WILL REQUIRE NOON TO 3:00 P.M. (M-S)

SUMMER NON-OCCUPIED USE WILL REQUIRE NOON TO 3:00 P.M. (M-S)

FOR THOSE AREAS WITH HIGH HUMIDITY, ETC...PLEASE USE YOUR OWN DISCRETION. IN ADDITION, PLEASE NOTIFY MAINTENANCE, VIA THE WORK ORDER SYSTEM TO CORRECT THE PROBLEM

G. MAIN DISTRIBUTION FRAME (MDF) AND INDIVIDUAL DISTRIBUTION FRAME (IDF) ROOMS

CONTINUOUS OPERATION IS REQUIRED TO MITIGATE EXCESSIVE HEAT WITHIN THESE SPACES

HOWEVER, TEMPERATURE SETTINGS SHALL BE CONSISTENT AS IDENTIFIED WITHIN THE GENERAL SECTION BELOW

THE INTENDED GOAL IS TO MAINTAIN THESE ROOMS NO WARMER THAN 75°

H. ATHLETIC/PHYSICAL EDUCATION FACILITIES

THESE FACILITIES ARE NOT EXEMPT AND SHALL FOLLOWING THE SAME GUIDELINES AS SET FORTH ABOVE
DAY AND NIGHT VARIANCES ARE PERMITTED FOR SCHEDULED GAMES, PRACTICES AND ACTIVITIES. HOWEVER, TEMPERATURE SETTINGS ARE NOT EXEMPT

I. GENERAL

EXCEPT ON EXTREMELY COLD DAYS, HVAC IS NOT TO BE PROVIDED FOR THE CUSTODIAL STAFF. WHEN STRIPPING & WAXING FLOORS, CLEANING CARPETS, ETC...HVAC CAN BE OPERATED IF FLOOR FANS FOR DRYING PURPOSES ARE NOT AVAILABLE

SCHEDULE ALL HOLIDAYS INTO THE EMS MASTER SCHEDULE IF AVAILABLE AT THE SCHOOL

MODERATION TO SCHEDULE ALLOWED IN ORDER TO BALANCE NEEDS OF INDOOR AIR QUALITY AND HIGH HUMIDITY. FOLLOW UP WITH WORK ORDER IF INDOOR AIR QUALITY OR HIGH HUMIDITY ISSUES PERSIST

DISTRICT TEMPERATURES ARE TO BE SET NO LOWER THAN **75° FOR COOLING**, AND NO HIGHER THAN 68° FOR HEATING

ADJUSTING THERMOSTATS TO MAINTAIN THE DISTRICT TEMPERATURES IS UNDERSTANDABLE

THE DISTRICT OFFICE SHALL ADJUST ANY TEMPERATURE SETTING AND OR EMS SCHEDULE IF THE ABOVE GUIDELINES ARE NOT BEING FOLLOWED

FOR THOSE AREAS WITH HIGH HUMIDITY, ETC...PLEASE USE YOUR OWN DISCRETION. IN ADDITION, PLEASE NOTIFY MAINTENANCE, VIA THE WORK ORDER SYSTEM TO CORRECT THE PROBLEM

DO NOT SET THE FAN FUNCTION ON THE THERMOSTAT TO THE "ON" POSITION. IF AVAILABLE, LEAVE THE SELECTOR IN THE "AUTO" POSITION. CONTINUOUS FAN OPERATION ONLY INTRODUCES OUTSIDE HUMID AIR INTO THE BUILDING

PLEASE CONSIDER REDUCING OPERATION ON MODERATE DAYS (LOW HUMIDITY)

IT IS IMPERATIVE YOU CONTACT THE DISTRICT OFFICE IF THE ABOVE REQUIREMENTS CAN NOT BE MET

CURRENT ENERGY POLICY



Charles Van Zant, Jr.
Superintendent of Schools

SCHOOL DISTRICT OF CLAY COUNTY

900 Walnut Street
Green Cove Springs, Florida 32043

TELEPHONES:
904/284-6500 (GCS) 904/272-8100 (OP)
1-888-683-2529 (KH)
FAX 904/284-6525 TDD 904/284-6584

BOARD MEMBERS

Janice Kerekes
District 1
Carol Studdard
District 2
Betty Condon
District 3
Johnna McKinnon
District 4
Ashley Gilhousen
District 5

ADMINISTRATIVE MEMO

To:	All School Principals		
From:	Charles Van Zant, Jr. Superintendent	District Approval	Diane Kornegay Deputy Superintendent
Date:	February 22, 2016	Division Approval	John Merrill Assistant Superintendent Support Services
Memo:	SD-SS -16_-024	Subject	ENERGY MANAGEMENT-ENERGISTIC®

It is the responsibility of ALL District employees to engage and be proactive in sound energy management practices. The School District of Clay County has partnered with Cenergistic. The Energy Conservation Company to take us to the next level in reducing our energy consumption and reducing our energy costs.

District Office Administrators and staff will work daily with Cenergistic Energy Specialists and Others to evaluate the needs of our District, data collections, cost reducing measures and will set out to bring ALL District employees on-board with reducing energy waste.

The success or failure of our new partnership is only attainable if everyone is involved. Therefore, each District Office and School Administrator is expected to support the efforts of the Cenergistic staff. The expectation is and has been for ALL District employees to be fiscally conservative with the Public's funding.

Energy Conservation and Building Management Guidelines

Responsibilities:

- Every person is expected to become an "energy saver" as well as an "energy consumer."
- The staff member is responsible for implementing the guidelines during the time that he/she is present in the instruction room or office.
- The custodian is responsible for control of common areas, i.e. halls, cafeteria, etc.
- Since the custodian is typically the last person to leave a facility in the evening, he/she is responsible for verification of the nighttime shutdown.
- The principal, or facility administrator, is responsible for the total energy usage of his/her facility.
- The Energy Specialist provides regular (at least semi-annual) program update reports to the Board.
- The Energy Specialist performs routine audits of all facilities and communicates the audit results to the appropriate personnel.
- The Energy Specialist is responsible for either directly or indirectly making adjustments to the Organization's Energy Management System (EMS), including temperature settings and run times for Heating, Ventilation and Air Conditioning (HVAC) and other controlled equipment.
- Administration will regularly communicate the importance and impact of the energy conservation program to its internal and external constituents.
- The Energy Specialist provides monthly energy savings reports to facility administrators detailing performance results.
- The organization is committed to and responsible for a safe and healthy learning environment.

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- To complement the organization's behavioral-based energy conservation program, the organization shall develop and implement a preventive maintenance and monitoring plan for its facilities and systems, including HVAC, building envelope, and moisture management.

General:

- Instruction room doors shall remain closed when HVAC is operating. Ensure doors between conditioned space and non-conditioned space remain closed at all times (i.e. exterior classroom doors).
- Proper and thorough utilization of data loggers will be initiated and maintained to monitor relative humidity, temperature, and light levels throughout the organization's facilities to ensure compliance with organization guidelines.
- All exhaust fans should be turned off daily.
- All office machines (copy machines, laminating equipment, etc.) shall be switched off each night and during unoccupied times. Fax machines should remain on.
- All computers should be turned off each night. This includes the monitor, local printer, and speakers. Network equipment is excluded.
- All capable PC's should be programmed for the "energy saver" mode using the power management feature. If network constraints restrict this for the PC, ensure the monitor "sleeps" after 10-minutes of inactivity.

Air Conditioning Equipment:

Cooling Season Occupied Set Points ¹ :	74°F - 78°F
Unoccupied Set Point:	85°F
Heating Season Occupied Set Points ¹ :	68°F - 70°F
Unoccupied Set Point:	55°F

¹ Set points are in accordance with ASHRAE 55 "Thermal Conditions for Human Occupancy"

- Occupied temperature settings shall NOT be set below 74°F.
- During unoccupied times, the air conditioning equipment shall be off. The unoccupied period begins when the students leave the area at the end of day. It is anticipated that the temperature of the instruction room will be maintained long enough to afford comfort for the period the staff remains in the instruction room after the students have left.
- Air conditioning start times may be adjusted (depending on weather) to ensure instruction room comfort when instruction begins.
- Ensure outside air dampers are closed during unoccupied times.
- Ceiling fans should be operated in all areas that have them.
- Relative humidity levels shall not exceed 60% for any 24 hour period.
- Air conditioning should not be utilized in facilities during the summer months unless the facilities are being used for summer school or year-round school. Air conditioning may be used by exception only or in those facilities that are involved in team-cleaning.
- In all areas which have evaporative coolers such as shops, kitchens and gymnasiums, the doors leading to halls which have air conditioned instruction rooms or dining areas should be kept closed as much as possible.
- Where cross-ventilation is available during periods of mild weather, shut down HVAC equipment and adjust temperature with windows and doors. Cross-ventilation is defined as having windows and/or doors to the outside on each side of a room.
- Ensure dry food storage areas are maintained within code requirements. Typically, this is 55F-75F temperature and 35%-60% Relative Humidity. Utilize loggers to verify.

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Heating Equipment:

- Occupied temperature settings shall NOT be above 72°F.
- The unoccupied temperature setting shall be 55°F (i.e. setback). This may be adjusted to a 60°F setting during extreme weather.
- The unoccupied time shall begin when the students leave an area.
- During the spring and fall when there is no threat of freezing, all steam and forced air heating systems should be switched off during unoccupied times. Hot water heating systems should be switched off using the appropriate loop pumps.
- Ensure all domestic hot water systems are set no higher than 120°F or 140°F for cafeteria service (with dishwasher booster).
- Ensure all domestic hot water re-circulating pumps are switched off during unoccupied times.
- For heat pumps, ensure a 6 °F dead-band between heating and cooling modes.
- Heating oil and propane (if applicable) levels should be physically measured and recorded by "sticking the tanks" at least on the following intervals: 1) recurring scheduled monthly date 2) immediately before new delivery, 3) immediately after delivery.

Lighting:

- All unnecessary lighting in unoccupied areas will be turned off. Staff should make certain that lights are turned off when leaving the instruction room or office when empty. Utilize natural lighting where appropriate.
- All outside lighting shall be off during daylight hours.
- Gym lights should not be left on unless the gym is being utilized.
- All lights will be turned off when students and staff leave for the day. Custodians will turn on lights only in the areas in which they are working.
- Refrain from turning lights on unless definitely needed. Remember that lights not only consume electricity, but also give off heat that places an additional load on the air conditioning equipment and thereby increases the use of electricity necessary to cool the room.

Water:

- Ensure all plumbing and/or intrusion (i.e. roof) leaks are reported and repaired immediately.
- Grounds watering should only be done between 4am-10am. Do not water during the heat of the day, typically between 10am - 8pm.
- When spray irrigating, ensure the water does not directly hit the facility.
- Consider installing water sub-meters on irrigation and cooling tower supply lines to eliminate sewer charges.

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PREVIOUS

TEMPERATURE CONTROL

CURRENT

F. MEDIA CENTER

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TIME OFF (M-F): 1.00 HOUR AFTER END OF TEACHERS SCHEDULED DAY
TIME ON (S-S): NOON
TIME OFF (S-S): 3:00 P.M.

COLD DAY/HOT DAY VARIANCE ALLOWED

EXTENDED HOLIDAYS WILL REQUIRE NOON TO 3:00 P.M. (M-S)

SUMMER NON-OCCUPIED USE WILL REQUIRE NOON TO 3:00 P.M. (M-S)

FOR THOSE AREAS WITH HIGH HUMIDITY, ETC...PLEASE USE YOUR OWN DISCRETION. IN ADDITION, PLEASE NOTIFY MAINTENANCE, VIA THE WORK ORDER SYSTEM TO CORRECT THE PROBLEM

G. MAIN DISTRIBUTION FRAME (MDF) AND INDIVIDUAL DISTRIBUTION FRAME (IDF) ROOMS

CONTINUOUS OPERATION IS REQUIRED TO MITIGATE EXCESSIVE HEAT WITHIN THESE SPACES

HOWEVER, TEMPERATURE SETTINGS SHALL BE CONSISTENT AS IDENTIFIED WITHIN THE GENERAL SECTION BELOW

THE INTENDED GOAL IS TO MAINTAIN THESE ROOMS NO WARMER THAN 75°

H. ATHLETIC/PHYSICAL EDUCATION FACILITIES

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DAY AND NIGHT VARIANCES ARE PERMITTED FOR SCHEDULED GAMES, PRACTICES AND ACTIVITIES. HOWEVER, TEMPERATURE SETTINGS ARE NOT EXEMPT

I. GENERAL

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SCHEDULE ALL HOLIDAYS INTO THE EMS MASTER SCHEDULE IF AVAILABLE AT THE SCHOOL

MODERATION TO SCHEDULE ALLOWED IN ORDER TO BALANCE NEEDS OF INDOOR AIR QUALITY AND HIGH HUMIDITY. FOLLOW UP WITH WORK ORDER IF INDOOR AIR QUALITY OR HIGH HUMIDITY ISSUES PERSIST

DISTRICT TEMPERATURES ARE TO BE SET NO LOWER THAN 75° FOR COOLING, AND NO HIGHER THAN 68° FOR HEATING

ADJUSTING THERMOSTATS TO MAINTAIN THE DISTRICT TEMPERATURES IS UNDERSTANDABLE

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Cooling Season Occupied Set Points¹: 74°F - 78°F
Unoccupied Set Point: 85°F
Heating Season Occupied Set Points¹: 68°F - 70°F
Unoccupied Set Point: 55°F

¹ Set points are in accordance with ASHRAE 55 "Thermal Conditions for Human Occupancy"

➤ To complement the organization's behavioral-based energy conservation program, the organization shall develop and implement a preventive maintenance and monitoring plan for its facilities and systems, including HVAC, building envelope, and moisture management.

General:

- Instruction room doors shall remain closed when HVAC is operating. Ensure doors between conditioned space and non-conditioned space remain closed at all times (i.e. exterior classroom doors).
- Proper and thorough utilization of data loggers will be initiated and maintained to monitor relative humidity, temperature, and light levels throughout the organization's facilities to ensure compliance with organization guidelines.
- All exhaust fans should be turned off daily.
- All office machines (copy machines, laminating equipment, etc.) shall be switched off each night and during unoccupied times. Fax machines should remain on.
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- All capable PC's should be programmed for the "energy saver" mode using the power management feature. If network constraints restrict this for the PC, ensure the monitor "sleeps" after 10-minutes of inactivity.

Air Conditioning Equipment:

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Unoccupied Set Point: 85°F
Heating Season Occupied Set Points¹: 68°F - 70°F
Unoccupied Set Point: 55°F

¹ Set points are in accordance with ASHRAE 55 "Thermal Conditions for Human Occupancy"

Occupied temperature settings shall NOT be set below 74°F.

- During unoccupied times, the air conditioning equipment shall be off. The unoccupied period begins when the students leave the area at the end of day. It is anticipated that the temperature of the instruction room will be maintained long enough to afford comfort for the period the staff remains in the instruction room after the students have left.
- Air conditioning start times may be adjusted (depending on weather) to ensure instruction room comfort when instruction begins.
- Ensure outside air dampers are closed during unoccupied times.
- Ceiling fans should be operated in all areas that have them.
- Relative humidity levels shall not exceed 60% for any 24 hour period.
- Air conditioning should not be utilized in facilities during the summer months unless the facilities are being used for summer school or year-round school. Air conditioning may be used by exception only or in those facilities that are involved in team-cleaning.
- In all areas which have evaporative coolers such as shops, kitchens and gymnasiums, the doors leading to halls which have air conditioned instruction rooms or dining areas should be kept closed as much as possible.
- Where cross-ventilation is available during periods of mild weather, shut down HVAC equipment and adjust temperature with windows and doors. Cross-ventilation is defined as having windows and/or doors to the outside on each side of a room.
- Ensure dry food storage areas are maintained within code requirements. Typically, this is 55F-75F temperature and 35%-60% Relative Humidity. Utilize loggers to verify.

PREVIOUS

OCCUPIED SCHEDULE

CURRENT

HVAC SCHEDULING and GENERAL GUIDELINES



A. ADMINISTRATION

TIME ON (M-F): .50 HOUR BEFORE EMPLOYEES SCHEDULED DAY
TIME OFF (M-F): .50 HOUR BEFORE END OF EMPLOYEES SCHEDULED DAY

NO WEEKEND OR HOLIDAY OPERATION

COLD DAY/HOT DAY VARIANCE ALLOWED

B. TEACHER OCCUPIED SPACES / CLASSROOMS

TIME ON (M-F): .50 HOUR BEFORE TEACHER REPORT
TIME OFF (M-F): **END OF TEACHERS SCHEDULED DAY**

NO WEEKEND OR HOLIDAY OPERATION

COLD DAY/HOT DAY VARIANCE ALLOWED

C. CAFETERIUM KITCHEN

TIME ON (M-F): 1.00 HOUR BEFORE EMPLOYEES REPORT
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D. CAFETERIUM DINING

TIME ON (M-F): 1.00 HOUR BEFORE SCHEDULED USE
TIME OFF (M-F): AT END OF SCHEDULED USE

NO WEEKEND OR HOLIDAY OPERATION

SCHOOL'S DISCRETION: WEEKEND OPERATION PERMITTED FOR SCHEDULED EVENTS AND/OR GROUP

ACTIVITIES FOR SPECIFIC TIME OF USE

COLD DAY/HOT DAY VARIANCE ALLOWED

E. COMPUTER LABS

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- Ensure dry food storage areas are maintained within code requirements. Typically, this is 55F-75F temperature and 35%-60% Relative Humidity. Utilize loggers to verify.



“... if all they were going to do was start and stop when kids come and go, why couldn't we do that? I am shocked that our Principals were not able to figure out the on and off buttons.”

CCSB Energy Costs

