



Venus Independent School District

Energy Conservation Guidelines

Venus ISD enforces energy conservation throughout the district and the following guidelines are applicable to all district personnel and facilities. The directors of departments and principals shall be responsible for the total energy usage of his/her campus or facility and shall help implement conservation procedures and guidelines. Each instructor shall be responsible for implementing the guidelines during the time that he/she is present in the classroom and on campus. District employees are responsible for applying these guidelines and for reporting equipment problems or concerns of non-compliance.

The implementation of these guidelines will not impair the educational environment and are intended to assist with energy conservation and will enable the directing of funds toward the education of the district's students.

- I. Guidelines of Operating Heating, Ventilation and Air Conditioning (HVAC)
 - A. The following energy conservation procedures for operating Air Conditioning for cooling are to be observed in all buildings.
 1. A daytime temperature shall be maintained between 70 and 74 degrees when occupied by students, teachers, office personnel and/or any VISD employee. Certain areas may vary due to design of the building and HVAC system.
 2. Air Conditioning shall be available to be maintained between 70 and 74 degrees at 6:00am until 5:00pm, Monday through Friday for regularly scheduled campus operations. All air conditioning shall be maintained at 82 degrees otherwise. The occupant of space shall be responsible for maintaining the setting of air conditioning systems not controlled by the district's energy management system (EMS). For example, portable buildings.
 - a. All Kitchen units will come on at 5:00am and turn off after the last scheduled use (3:00pm)
 - b. Administration building will be on until 6:00pm, unless otherwise specified by the superintendent. Regular scheduled school board meetings will be programmed into the EMS to turn down at 11:00pm.
 - c. Libraries and Gyms will run the same schedule of the campuses unless instructed otherwise by the principal and/or Athletic Director.
 3. All air conditioning systems at all campuses shall be maintained at 82 degrees during the summer months except in the following areas, and under the following conditions for summer operations:
 - a. Offices, when occupied by office personnel and administration.
 - b. Electronic equipment rooms.
 - c. Summer school classrooms, summer training rooms and/or any areas agreed upon by the principal and/or athletic director.

- d. Areas where carpet is being cleaned to insure the area is dried to prevent mold growth. Along with recently waxed floors.
 - e. Offices and classrooms two (2) weeks prior to the start of teachers returning for the new school year.
 - f. Campus areas and any other areas that are scheduled for special events.
4. Doors and windows are to remain closed when air conditioning is in use.
- B. The following energy conservation procedures for operating heating equipment are to be observed in all buildings:
1. A daytime temperature shall be maintained at 68 to 74 degrees when occupied by students, teachers, office personnel and administrators. Certain areas may vary due to design of building and/or HVAC System.
 2. Heating shall be available to be maintained between 68 to 74 degrees at 6:00am and set back to 62 degrees at 5:00pm, Monday through Friday for regularly scheduled campus operations. All heating shall be maintained at 62 degrees otherwise. The occupant of space shall be responsible for maintaining the setting of heating systems not controlled by the district's energy management system (EMS). For example, portable buildings and window units.
 3. Doors and windows are to remain closed when heating units are operating.

II. Guidelines for Operating Lights

- A. The following energy conservation guidelines are to be exercised when operating lights in and around district facilities:
1. District personnel shall be responsible for turning on/off lights in classrooms, work areas, offices and any areas not needing light to be used.
 2. Interior lights shall be turned off when area is not occupied including lunch, conference periods and before and after school.
 3. Personal lamps, for "decretive" use, shall utilize low wattage bulbs or energy saver fluorescent lamps and shall not be left on after regular hours.
 4. Skylights and/or windows with natural lighting capabilities should be utilized as often as possible.
 5. Lighting for display purposes, such as trophy cases, bulletin boards, etc... shall be turned off at night and for summer/winter shutdown, except for special occasions and specified security purposes.
 6. Evening custodians shall turn lights on only in areas where they are presently working.
 7. All outside lighting shall remain off during daylight hours.
 8. As required for the security of employees and the safety of the buildings, all outside security lighting will be set to turn on at dusk and off at dawn.
 9. Decorative outdoor lighting, canopy lighting and skylight illumination shall remain off during the day and illuminated at night at administrator discretion.

III. Energy Conservation Guidelines for After School Hours Use of Campus and Facility

- A. It shall be the responsibility of the principal or his/her designee to schedule heating and air conditioning for after school events.
- B. Administrators/Principals shall utilize the current campus/facility work order system or email to the maintenance director to pre-schedule. A minimum of a 48-hour advance notice is strongly encouraged.
- C. Consideration should be given to having “activity days or evenings” and group these events together at general times on selected days.
- D. Training and activities shall be strategically grouped within the facility in order to optimize HVAC savings.

IV. Guidelines Specific for Gyms

- A. In the gyms of the campuses, when air conditioning is required for regular operating hours, it will be maintained between 66 and 72 degrees starting at 6:00am and set to 82 degrees at 7:00pm unless otherwise scheduled by the Athletic Director and/or his/her designee.
- B. In the gyms of the campuses, when heating is required for regular operating hours, it will be maintained between 64 to 70 degrees starting at 6:00am and set to 62 degrees at 7:00pm, unless otherwise scheduled by the Athletic Director and/or his/her designee.
- C. HVAC shall not be provided for unapproved activities/functions or gratuitous use of the gyms.

V. General Guidelines for Energy Conservation

- A. Uses of personal electric space heaters are prohibited. Space heaters are not energy efficient and can increase the risk of fire and/or injury.
- B. The use of refrigerators, microwaves and coffee pots are prohibited to be used in the classroom. These appliances should be in the appropriate locations such as break rooms.
- C. No electrically heated candles, potpourri pots and/or plug in fragrances shall be allowed.
- D. In order to provide proper operation of thermostats and sensors, no furniture, equipment and electronics shall be placed in front of or in close proximity to the thermostat and/or sensor.
- E. Business machines such as computers, monitors, copiers, printers and any other applicable office machinery shall be turned off when circumstances are appropriate.
- F. District equipment and lighting shall be rated and designed to provide optimum energy efficiency.
- G. Any logical or practical opportunities to conserve resources via adjustments to or limit usage of equipment and lights should be taken. Energy use habits should be examined and adjustments made as needed.

VI. Guidelines for Summer Shutdown Procedures

- A. HVAC schedules shall be adjusted, as noted under section I.A.3.
- B. All interior lights shall be extinguished with the exception of exit and emergency lighting.
- C. Electric water heaters and associated pumps shall be turned off, except in areas of summer program use.
- D. Business machines are to remain off, except those which are vital to district network communications.
- E. All vending machines are to be disconnected, except for those located in areas being used throughout the summer.
- F. All outdoor lighting and parking lights should only be used as needed.
- G. No security and outdoor lighting should ever be on during the day.
- H. Electronic score boards should remain off.
- I. Ice Makers that are not being used for the summer should be turned off.
- J. All district and non-district summer camps shall be scheduled with energy conservation in mind.

VII. Guidelines for Winter Break

- A. Guidelines for lighting shall be followed as noted in section VI.B.
- B. All applicable heating thermostats shall be maintained at 55 degrees, except scheduled events.
- C. Guidelines for winter shutdown shall be followed as noted under section VI.B through VI.L.

VIII. Guidelines for Spring Break

- A. Guidelines for lighting shall be followed as noted in section VI.B.
- B. Guidelines for air conditioning shall be followed as noted under section I.A.2, except scheduled events.
- C. Guidelines for Spring Break shutdown shall be followed as noted under section VI.B through VI.L.

IX. Reporting Needing Assistance with HVAC and Energy Management System

- A. Any time you need your temperature adjusted, you must submit the request in the form of a work order or an email to the maintenance director.
- B. If it is an “emergency” that someone assist you with your HVAC and Energy Management System, you must send an email to the Maintenance Director, Charley Grimes, at cgrimes@venusisd.net
- C. If the emergency is of a safety concern that could affect the safety and well-being of employees, students, public and/or risk of damage to school property, please call the Maintenance Director, Charley Grimes, at 817-600-2873.
- D. This procedure is to be upheld for during business hours and after hours.

