

ENERGY MANAGEMENT AND CONSERVATION

Albemarle County Public Schools is committed to the efficient, cost effective, and environmentally responsible use of energy throughout its facilities. This policy is intended to support the reduction of energy consumption in Albemarle County Public Schools and sustain the commitment to environmental improvement. The fulfillment of this policy is the joint responsibility of support personnel, administrators, teachers, and students. The Building Services Department will maintain accurate records of energy consumption and cost of energy on a monthly basis and conduct energy audits to ensure policy implementation.

This energy management and conservation policy shall be communicated to all employees of Albemarle County Public Schools, and shall be made available to the public upon request.

Approved: April 23, 2009

ENERGY MANAGEMENT AND CONSERVATION PROCEDURE

A. Heating, Ventilation, and Air Conditioning (HVAC)

1. During occupied hours, the buildings will be cooled or heated to a pre-determined temperature range:

- Heating Season – 68°F to 72°F
- Cooling Season – 74°F to 78°F

During unoccupied building hours (weekday evenings, weekends, and holidays), the heating season temperature will be set back to approximately 58°F to allow Albemarle County Public Schools (ACPS) to efficiently and economically conserve energy. During the cooling season, unoccupied cooling only occurs for dehumidification purposes.

2. Building occupants and staff are required to keep windows and outside doors closed while HVAC systems are operational.
3. Personal space heaters are prohibited unless approved by Principal or Director and supplied by Building Services. These heaters use an inordinate amount of energy, can be a fire hazard, and also work against the pre-settings of the thermostat. Employees are encouraged to dress for their personal thermal comfort.
4. Every opportunity to decrease HVAC system operating times should be considered by Building Services staff and building occupants. HVAC and lighting systems will be set in unoccupied modes during weekends, holidays and inclement weather events resulting in school cancellation.
5. Kitchen staff is responsible for turning off any manual supply, exhaust fans, warming ovens, any additional equipment and lighting in the kitchen area when cooking is completed.
6. Unit ventilators and registers must be free of all obstructions.
7. ~~Until~~ Trailer system settings are centrally controlled by Building Services who will turn off, ~~the Lead Custodian is responsible for manually turning off~~ the systems before holidays, spring break and winter break.

B. Lighting

1. Lights are to be turned off in unused areas, with the exception of emergency lighting.
 - When an employee leaves his/her office, he/she should turn all lights off.
 - Custodial staff must only turn lights on in classrooms and common areas while actively cleaning.
2. If personal desk lamps are utilized, compact fluorescent lamps (CFLs) must be used, in place of halogen or incandescent bulbs.

3. Occupancy sensors are to be installed where feasible, and shall be specified in all construction and renovation projects.
4. All outside lights will be turned off during daylight hours.
5. Lighting in gymnasiums, multi-purpose rooms and cafeterias should not be left on unless the areas are being utilized, or going to be used within 30 minutes. The space occupant is responsible for lighting control.

C. Plug Load Plan

1. All electrical devices (e.g., computers, printers, fax machines, televisions, Smart Boards, projectors, copiers, etc.) shall be turned off at the end of each work day by the space occupant.
2. Program copiers to go into “sleep mode” after the minimum program period of inactivity during work hours.
3. During work hours, all capable PCs should be programmed for the highest energy saving mode appropriate for the particular PCs using the power options feature.
4. Task and decorative lighting must be turned off when it is not being utilized.
5. Any additional or replacement vending machines must be ENERGY STAR[®] qualified.
6. Personal appliances for non-instructional purposes are restricted to break rooms or teacher lounge areas.

D. After-Hours Event Scheduling

1. Cooling, heating and lighting for scheduled meetings, events, and athletic competitions outside of routine school hours will be provided based on need and a scheduled request. Weekly scheduling should be submitted by the school’s Lead Secretary through the Building Services work order system. The weekly schedule will be due by the preceding Thursday at 4:00 pm for events scheduled during the following week.
2. For after-hour activities, space usage will be optimized to minimize the number of operational HVAC zones.
3. Overrides are to be used only in an emergency situation and only in the portion of the building being utilized. Overrides are currently set for a period of 2 hours. If a school abuses overrides, the override capability may be turned off.

E. Procurement

1. Products carrying the ENERGY STAR[®] label shall be preferred for purchases when available and permitted by procurement laws and policies.

2. If ENERGY STAR[®] labeled products are not available, the purchase of energy efficient equipment should be pursued.

F. Building Envelope

1. Window, door, roofing and other insulation materials will be annually inspected for efficiency (e.g. air-tightness, etc.) by the Building Services Department (or certified contractor) in order to evaluate any need for replacement or updating.
2. If applicable, window blinds are to be closed at the end of each day.

G. Energy Efficiency Audits and Building Shutdown

To ensure this policy is successfully implemented, the Environmental Compliance Manager and/or designee(s) will conduct energy audits. Energy Audit Reports will be shared with the school principal and the Director of Building Services.

H. Training

Energy management training for Building Services and school staff will be conducted by the Environmental Compliance Manager and/or designee(s).

I. Energy Goals for New Construction and Major Renovations

New construction and major renovations must establish an Energy Performance Rating goal for the facility design using EPA's Target Finder rating tool to establish aggressive, realistic energy targets and rate a building design's estimated energy use.

Approved: April 23, 2009

Cross Ref.: FECBA

February 26, 2009

Ms. Jean Lupinacci
Director, ENERGY STAR Commercial & Industrial Branch
U.S. Environmental Protection Agency
1200 Pennsylvania Avenue, NW (6202J)
Washington, DC 20460

Dear Ms. Lupinacci:

With this letter, Albemarle County Public Schools joins ENERGY STAR® as a Partner, and makes a fundamental commitment to protect the environment through the continuous improvement of our energy performance. We believe that an organization-wide energy management approach will help us enhance our financial health and aid in preserving the environment for future generations. In partnership with ENERGY STAR, we will:

- Measure and track the energy performance of our organization's facilities where possible by using tools such as those offered through ENERGY STAR
- Develop and implement a plan consistent with the ENERGY STAR Energy Management Guidelines to achieve energy savings
- Help spread the word about the importance of energy efficiency to our staff and community
- Support the ENERGY STAR Challenge, a national call-to-action to help improve the energy efficiency of America's commercial and industrial buildings by 10 percent or more
- Highlight our achievements with recognition offered through ENERGY STAR.

We understand that our commitment to measure, track, and improve the energy performance of our organization is supported by the resources and tools offered through ENERGY STAR. In addition, we understand that we will be recognized on the ENERGY STAR web site as a Partner and as a supporter of the ENERGY STAR Challenge. To be eligible for additional recognition, we will share with EPA our progress and milestone achievements. As a Partner, we agree to follow all applicable terms and conditions governing the use of the ENERGY STAR logos, which are registered trade and service marks.

Albemarle County Public Schools looks forward to our partnership with ENERGY STAR.

Sincerely,

Brian Wheeler
School Board Chairman, School Board of Albemarle County
Albemarle County Public Schools

Attachment

OMB Control No. 2060-0347

Attachment to Partnership Letter Organization Information

Please complete this sheet and send it along with the signed partnership letter. Thank you.

Chief Executive

Name & Title: Brian Wheeler
Albemarle County School Board Chairman
Mailing Address: 401 McIntire Road
Room 345
Charlottesville, VA 22902
E-mail Address: bwheeler@k12albemarle.org
Phone Number: (434) 296-5893
Facsimile: (434) 296-5869

Energy Manager

Name & Title: Lindsay Check Snoddy
Environmental Compliance Mgr
Mailing Address: 2751 Hydraulic Road
Charlottesville, VA 22901
E-mail Address: lsnoddy@k12albemarle.org
Phone Number: (434) 975-9340
Facsimile: (434) 975-9341

Communications Director (if applicable)

Name & Title: Maury Brown
Communications Coordinator
Mailing Address: 401 McIntire Road
Charlottesville, VA 22902
E-mail Address: mbrown4@k12albemarle.org
Phone Number: (434) 972-4049
Facsimile:

My Organization's Primary Business or Function (check one):

- ☐ Commercial Real Estate
- ☐ Corporate Real Estate
- ☒ K-12 Education
- ☐ Higher Education
- ☐ State Government
- ☐ Local Government
- ☐ Federal Government
- ☐ Healthcare
- ☐ Hospitality & Entertainment
- ☐ Manufacturing/Industrial, please describe your business, including the NAICS codes which best apply to your industry: _____
- ☐ Religious (Congregations)
- ☐ Retail
- ☐ Other. Please describe: _____

Total amount of building/facility square footage my organization...

Owens 2,212,411 square feet
Leases from others 23,020 square feet
Manages but does not own _____
Franchises to others _____
Other. Please describe: _____

How did you learn about ENERGY STAR? Website

The government estimates the average time needed to fill out this form is 30 minutes and welcomes suggestions for reducing this level of effort. Send comments (referencing OMB control number) to the Director, Collection Strategies Division, U.S., EPA (2822T), 1200 Pennsylvania Ave., NW, Washington, D.C. 20460.

EPA Form 5900-19