

**Norman Public Schools**

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ENERGY PROGRAM GUIDELINES - QUICK GUIDE

Each employee is an “energy consumer” and is encouraged to be an “energy saver.” As such, we invite everyone to adhere to these Guidelines whenever they are present in our organization’s facilities. If we all work together; staff, administrators, custodians, maintenance department, and energy manager, we can greatly increase our energy efficiency and lower our utility costs.

Classroom/Office Equipment

- Switch off all office machines (personal copy machines, laminating equipment, etc.) each night and during unoccupied times. District copier/printers and fax machines should remain on.
- Turn all computers off on the last day of the work week per the Department of Information Technology (IT) guidelines. This includes the monitor, local printer, and speakers.
- All capable PCs 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.
- All equipment, including personal refrigerators and microwaves, will be unplugged over breaks lasting one week or more. Personal refrigerators should be cleaned out and unplugged with the door left open, ahead of the long breaks.

HVAC

- The occupied period in a space mirrors the school day/schedule, or the requested start and end time of special events (e.g. basketball practice, choir concert).
- Doors and windows should remain closed when HVAC is operating. Ensure doors between conditioned space and non-conditioned space remain closed whenever possible.

Mission: To prepare and inspire all students to achieve their full potential

Values: Integrity | Inclusiveness | Collaboration | Optimism

- Occupied Period Operation

Cooling Season Occupied Set Points should range from¹: 72°F - 78°F

Heating Season Occupied Set Points should range from¹: 68°F - 70°F

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

- Unoccupied Period Operation

The HVAC equipment should be setback. The setback temperature settings should be 55°F during the heating season and 85°F during the cooling season.

Lighting

- Turn off all unnecessary lighting in unoccupied areas. Staff should make certain that lights are turned off when leaving the classroom, or office, when the space is empty.
- Utilize natural lighting where appropriate.
- Gym/cafeteria/auditorium lights should not be left on unless the space is being utilized.
- Refrain from turning lights on unless needed. Remember that lights not only consume electricity but also give off heat that increases energy needed to cool the room.

These guidelines are not intended to be all-inclusive, and they may be modified for local conditions. These guidelines supersede all previous instructions related to energy conservation or facility management and contractual obligations with retained energy vendors.

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