

Crete Public Schools District Energy and Resource Management Guidelines

The purpose of the CPS District Energy Management Guidelines is to provide a guide that educates staff, administration, students, and community members on energy consumption and associated costs. These guidelines will ensure that every effort is made to conserve energy and natural resources. It is equally important, as stewards of public funds, for the District to prevent wasted dollars from being diverted from its educational mission.

Lighting

1. All lights in any unoccupied area should be turned off, except those mandated by safety codes. This includes nighttime custodial cleaning.
2. Any outside lighting should be turned off during daylight hours.
3. Gymnasium lights should only be turned on when in use.
4. Whenever possible, incandescent lights should be replaced with fluorescent/LED lights.
5. Any new lighting upgrades should include an evaluation of light levels. Foot candle recommendations include:
 - a. Classrooms, computer labs, library, and offices: 62-65 foot candles (fc) but not less than 50 fc
 - b. Corridors: 20 fc but not less than 10 fc
 - c. Storage: not less than 10 fc
 - d. Gymnasium: 55-95 fc but not less than 30 fc
6. During the school day, lights will be turned on no more than 30 minutes before students arrive. After school, when students are not in the building, the corridors' lights should be turned off.
7. Teachers are encouraged to turn off banks of lights not in use during prep periods.

Temperature Settings

1. **Heating Season (Occupied):** Temperatures will be set to **68°F (+ / - 2°)** in all areas (classrooms, offices, labs, shops, etc.).
2. **Heating Season (Unoccupied):** Temperatures will be set to **66°F (+ / - 2°)** during evenings, weekends, holidays, and other unoccupied times.
3. **Cooling Season (Occupied):** Temperatures will be set to **70°F (+ / - 2°)** in all areas (classrooms, offices, labs, shops, etc.).

4. **Cooling Season (Unoccupied):** Temperatures will be set to **76°F (+ / - 2°)** during evenings, weekends, holidays, and other unoccupied times.

Air Conditioning & Ventilation

5. During unoccupied times, **air conditioning systems** will remain enabled but set to appropriate temperature thresholds, operating only as needed. Classrooms and offices should remain comfortable long enough to accommodate staff working after students are dismissed.
6. **Air conditioning start times** may vary depending on the weather to ensure rooms are comfortable when school begins.
7. All heating and cooling schedules are managed by the **Director of Facilities**.

Expectations & Procedures

8. Please report any temperature concerns directly to the **head custodian**.
9. The District Facilities Team is the only authorized personnel who may adjust thermostats or any temperature-regulating devices. **Tampering** by staff or students may result in disciplinary action.
10. Do **not block** ventilation ducts or return grilles with furniture, books, charts, plants, or other items.
11. **Doors should not be propped open**, as this disrupts proper temperature regulation.