

**DISTRICT CODE: 854  
ENERGY UTILIZATION MANAGEMENT**

*Policy reflects Minnesota statute and aligns with other District 270 policies.*

**I. PURPOSE**

The Hopkins School Board recognizes the necessity of using energy resources efficiently and wisely and acknowledges that the successful implementation of this policy is the joint responsibility of board members, administrators, teachers, and staff, and requires the cooperation of students, parents and community members who use our facilities. Toward that end, we will review the procedures and regulations accompanying this Energy Utilization Management Policy on an annual basis and consider potential energy savings strategies available to us. Such measures may include investments with paybacks in the form of energy utilization savings, using alternative sources of energy, examining the energy efficiency of district equipment and fuel/energy usage (water, gas, electric, technology). We will not compromise the safety or air quality of our students and staff while exercising sound environmental and financial judgment.

**II. GENERAL STATEMENT OF POLICY**

Energy Management System Supervision and Evaluation

- A. The Director of Business Services or designee will oversee the implementation of this policy and ensure procedures are in place to maintain accurate records of energy consumption, analyze data regarding the cost of energy to ensure energy saving opportunities may be leveraged in a timely fashion, conduct annual energy audits at each facility to ensure judicious use of energy resources, and to ensure an efficient energy posture is maintained. The Director of Business Services or designee will also prepare a report on the goals and progress of the energy management and conservation program for the School Board, as well as provide information to building and district administrators.
- B. The Building and Grounds supervisor is responsible for the energy management operational systems of all district facilities; this will include conducting an energy audit at each facility that will serve as a foundation for all conservation programs, as well as for the effective implementation of the energy management policy. Toward that end, the Buildings and Grounds department will annually review the heating, electrical and water systems, energy and fuel consumption related to district owned equipment, in order to develop annual operating guidelines and parameters aligned with the energy conservation and energy management needs of the District.

# HOPKINS PUBLIC SCHOOLS POLICIES

Approved: December 15, 2005

Revised: April 8, 2015

Reviewed: April 17, 2018

**Regulations begin on the next page.**

**DISTRICT CODE: 854 – REGULATIONS  
ENERGY UTILIZATION MANAGEMENT**

**PROCEDURES**

The District's energy conservation policy requires regular review of the heating, electrical and water systems. Toward that end, an outline of operating guidelines is listed below and in an operating handbook of detailed procedures. The handbook will be available for review, and will be maintained by the supervisor of Buildings and Grounds.

**A. Employee Responsibilities**

Employees are responsible for managing their use of energy related to the following areas:

**1. Technology:**

- a. Shut down all desktop/laptop computers and monitors at the end of each day.
- b. Turn off your TVs/video display monitors when not in use.
- c. Turn off all other electronic equipment in rooms.

**2. Lighting:**

- a. Lighting in the following school district spaces should be turned off (automatically where possible) when rooms will be unoccupied for more than 10 minutes:
  - i. All classroom and work spaces.
  - ii. Offices
  - iii. Auditoriums
  - iv. Lavatories
  - v. Locker/shower rooms
- b. Gym lighting should only be turned on for occupied activities, if classrooms are held outdoors during certain seasons lighting should remain off in those spaces.
- c. Swimming pool spaces will be lit and pools heated only to meet the needs of users. The Buildings and Grounds department will monitor the potential to reduce energy usage.

**3. Windows and Doors**

## HOPKINS PUBLIC SCHOOLS POLICIES

Classroom and office windows and doors should be kept closed during heating and air conditioning season. Window blinds or shades should be closed at the end of the school/operating day.

### 4. Appliances

Use of “household” type appliances in our facilities will be limited and must adhere to energy conservation regulations. These guidelines are necessary to ensure safe and energy efficient use of such appliances.

## B. Buildings and Grounds Responsibilities

### 1. Energy Controls

- a. Check the District Energy Management Systems to ensure that the energy management systems at all facilities have been programmed according to night and weekend operations when district facilities are closed. This includes operating systems such as heat, air conditioning, ventilation, air handling units, boiler controls, exhaust fans, lighting, and utilization of any other fuel or energy source impacting the effectiveness of the District’s energy management and conservation policy.
- b. Gyms and auditoriums should be scheduled to meet occupancy requirements, during school day operations and for evening school events such as games or other large school activities.
- c. Shut off all unnecessary lighting in areas of the building that are not in use during the day. When the building is unoccupied, shut off all lights that are not required for cleaning the facility.
- d. Hallway lighting should be turned off to a minimum after the school day has ended and turned on night activities as required.
  - i. Kitchen lighting should be on during kitchen operation hours and turned off at the end of kitchen operation.
  - ii. Storage rooms should be controlled by occupancy sensors to allow lighting and exhaust to operate only when occupied and off when not occupied.

### 2. Energy Management Protocol

Building and Grounds personnel are directed to consult specific energy conservation procedures detailed in the Energy Management Handbook prepared by the supervisor of Buildings and Grounds.