

Jacksonville Independent School District Energy Conservation Program

The JISD energy conservation program is the joint responsibility of administrators, staff, support personnel, and students. A cooperative effort from all levels within the district must exist in order to achieve success.

Prudent management of our financial and energy resources will be beneficial to our community and enable district funds to be redirected to areas of need. The single most expensive commodity purchased by JISD is energy. It is our goal to reduce and conserve energy to the maximum extent possible. This can only be done with the assistance and cooperation of all district personnel. This will allow JISD to divert monies that would have otherwise been spent on energy for other, high priority district needs.

This plan should be shared by campus leadership to all parties on their respective sites emphasizing the importance of energy conservation.

Purpose:

To establish a framework of procedures that will serve to help Jacksonville Independent School District to minimize the cost of energy by ensuring energy efficient operations throughout the district. Energy-efficient operation means operating an energy consuming device so that it uses only as much energy as necessary to fulfill its intended function. The primary objective of an effective Energy Management plan is to eliminate or minimize energy waste and control costs while maintaining a comfortable and safe environment.

Methodology:

The District Energy Manager will familiarize each site with the district's energy goals and the operational guidelines set forth for achieving them. The Energy Manager will stress the importance of:

1. Energy efficiency
2. Shutting off of lights
3. Closing doors
4. Turning off computers
6. Reporting energy conservation opportunities and/or waste.

Lighting (Interior and Exterior)

Turn off lights when not in use—lighting accounts for nearly 40% of the electric bill in most schools. There's no reason to leave lights on if a room is unoccupied for an extended period of time. This also applies to the new energy-efficient fluorescent lights.

Staff / Teachers shall be responsible for shutting off lights at the end of the day or class period.

While cleaning, custodial staff will only turn on lights for the areas which they are cleaning. When complete, the lights will be turned off before proceeding to the next area. Exterior lighting will be controlled with photo-cells, timers or both. Larger campuses will be controlled with a combination of controllers. Perimeter lighting will remain on from dusk to dawn for safety and security.

Heating Ventilation & Air Conditioning (HVAC)

The majority of all Thermostats / Controls are set and controlled by computerized operating systems. Warehouse and Maintenance areas where equipment is available should be maintained at 55 degrees during the heating season.

Space Heaters are prohibited unless authorized by the Maintenance Department to control temperature or during an equipment failure. Space heaters adversely impact the operation of central equipment.

Campus Administrators will ensure that all doors and windows remain closed while HVAC equipment is in operation. Entrances and exits to the building should be limited to reduce energy consumption and increase the efficiency of heating and cooling equipment. Broken windows and doors should be immediately reported to the Maintenance Office for repair.

Supply and return air grilles should not be blocked by staff. Under no circumstances will staff block, close, or alter supply or return air grilles.

Malfunctioning equipment should be immediately reported to the Maintenance Department for repair.

Where feasible, events occurring simultaneously should be scheduled in one part of the building. Small group activities should not be scheduled in the large areas of the building. Area usage will be coordinated with the Principal and Custodial staff to ensure proper usage and reduce energy consumption.

Special consideration will be given to the location of summer school classes to ensure the most cost-effective operation of cooling equipment.

Technology Equipment

Teachers and staff will be responsible for shutting down computers at the end of the work day. All computers shall have the power options set to turn monitors off after 30 minutes of inactivity. Printers should be manually turned off at the end of each day or during long periods of inactivity if power shut down modes are not available. Copy machines will

have power options set to automatically shut down after 4 hours of inactivity. Where power options are not available, staff will be responsible for shutting equipment off at the end of the work day.

Water Conservation

Water leaks and malfunctioning fixtures shall be immediately reported to the Maintenance Office for repair.

Classroom Instruction

Teachers are encouraged to incorporate various energy conservation lessons at the appropriate grade level. Sources of instruction include information from www.wattwatchers.org and <http://utep.edu/watts>.

Custodial Operations

Custodial staff will utilize checklist at the end of the work shift to ensure that equipment is set to unoccupied mode and that all lights are turned off prior to exiting the building. Checklist will include the following key items:

- a. Building security
 - i. Doors
 - ii. Windows
 - iii. Alarm
- b. Lighting
- c. HVAC
- d. Computers and office equipment

Contact Information

Questions regarding the contents of this plan or for general energy management questions please contact Mike Pope, JISD Energy Manager, at (903) 586-7568; or by e-mail at mpope@jisd.org.