



Maintenance and Operations

ENERGY CONSERVATION - Energy management is the most effective method available to minimize the continually rising cost of energy consumed in buildings. By applying effective energy management practices, energy waste can be eliminated. Cost Avoidance Dollars = more money for the classroom.

The Hutto ISD Board of Trustees has adopted an energy policy based on **Education Code, Sec. 44.902 - GOAL TO REDUCE CONSUMPTION OF ELECTRIC ENERGY**. This education law also informs **CL (LEGAL)...BUILDINGS, GROUNDS, AND EQUIPMENT MANAGEMENT** and requires compliance with guidelines and procedures by all school district personnel.

Fact: In many school districts energy costs are second only to salaries, and exceed the cost of supplies and books.

Therefore, all faculty and staff are encouraged to support energy conservation with the following measures:

- HISD has established the following district-wide, thermostat set-point ranges ~ cooling- 73-76 degrees; heating- 68-72 degrees; and change all set-back thermostats to 82-85 degrees during unoccupied times.
- Faculty and Staff should turn off lights in classrooms, offices and other spaces when unoccupied.
- Closing blinds or curtains will help maintain comfortable conditions by forming barriers against the outside environment. NOTE: Please ensure that all window treatments are made with fire retardant materials.
- Personal appliances (coffeepots, toasters, microwaves, etc.) and other personal comfort items should be kept to a minimum and only as authorized by campus admin and HISD Energy Manager and Maintenance. The use of some appliances may constitute a **fire hazard** and therefore use is forbidden.
- Enhancing existing lighting in classrooms and workspaces with lamps, Christmas lights, etc. may be a violation of existing fire codes. It should be noted that there could be lighting requests made that are only allowable with authorization by campus admin and HISD Energy Manager.
- Space heaters are prohibited unless authorized by campus admin and HISD Energy Manager to control temperature or during an equipment failure. Space heaters adversely impact the operation of centralized systems and 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 & cooling equipment. Broken windows and doors should be immediately reported followed up with the normal work order processes.
- Supply and return air grilles should never be blocked by staff. Under no circumstances will staff block, close, or alter supply or return air grilles.
- Shut off computer monitors & printers at the end of each day as directed by the HISD IT department.
- Where feasible, small group activities should not be scheduled in the large areas of the building. Area usage should be coordinated with the Principal to ensure proper usage and reduce energy consumption.
- HISD will require electric water coolers be shut off during holidays & summers - except in support of areas that remain occupied on a consistent basis.
- HISD will require water-heaters to be shut off during holidays & summers - except areas that require hot water as needed for housekeeping work (floor maintenance, stripping of wax, waxing, etc.) and or for building usage after hours, holidays, and summer.

Teachers are encouraged to incorporate various energy conservation lessons at the appropriate grade level. Sources of instruction include information from www.wattwatchers.org

Whatever good things we build end up building us...and, as we shape our buildings, our buildings shape us.