

# Palm Springs USD

## Administrative Regulation

### Energy And Water Management

AR 3511

#### Business and Noninstructional Operations

In the development of the district's energy and water resource management program, the Superintendent or designee shall analyze the efficiency and environmental impact of, and consider strategies for improving, the following district systems:

1. Lighting
2. Heating, ventilation, and air conditioning
3. Water heaters
4. Electrical equipment and appliances
5. Water use and irrigation, including drains, faucets, and pipes
6. Grounds management

*(cf. 7111 - Evaluating Existing Buildings)*

In addition, the district's resource management program may include strategies to address the following:

1. Educational programs that focus on environmental literacy and incorporate the Next Generation Science Standards

*(cf. 6142.5 - Environmental Education)*

*(cf. 6142.93 - Science Instruction)*

2. Outdoor student facilities that are environmentally sustainable and include increased shaded areas to reduce playground temperatures

*(cf. 5141.7 - Sun Safety)*

3. Classroom and building management and maintenance

4. Food services and food waste reduction

*(cf. 3551 - Food Service Operations/Cafeteria Fund)*

5. Landscaping practices, including establishing drought-tolerant habitats

6. Transportation services and maintenance

*(cf. 3540 - Transportation)*

7. Inclusion of best practices for water management in new construction projects

*(cf. 7110 - Facilities Master Plan)*

8. Administrative operations that focus on cost reduction and conservation

*(cf. 3400 - Management of District Assets/Accounts)*

9. Regular equipment maintenance and repair

*(cf. 3512 - Equipment)*

### **Emergency Interruption of Services**

The Superintendent or designee shall consult with local law enforcement, emergency personnel, and the county office of emergency services in the development of strategies to be implemented in the event of power outages or other emergency interruptions of utility services. The strategies shall prescribe a means of notifying appropriate agencies to ensure all utilities are properly restored after interruption.

*(cf. 3516 - Emergencies and Disaster Preparedness Plan)*

The Superintendent or designee shall reopen schools and return to normal instructional activities as soon as safe operations can be resumed. If any school will be closed for an extended period of time, the district shall make alternative arrangements for students and staff so as not to interrupt the educational program.

The Superintendent or designee shall communicate with staff, students, and parents/guardians regarding any interruption of educational services due to utility service outages, including any necessary alternative arrangements and the date or time that normal operations of the school are expected to resume.

*(cf. 1100 - Communication with the Public)*

*(cf. 3516.5 - Emergency Schedules)*

### **Energy Conservation And Building Management Guidelines**

Responsibilities:

1. Every person is expected to be an "energy saver" and is expected to assist the district in conserving its resources.
2. The evening custodian is responsible for verification of the nighttime shutdown.
3. When possible, incorporate energy and resource conservation efforts into the normal curriculum; mathematics, science, earth science, etc.; update and modify the curriculum as new methods and information become available.
4. Site administrators are active participants in their site's energy conservation efforts, and the site administrator's evaluation will include feedback to the site's resource conservation efforts

in meeting the district's goals.

### General Energy Management

1. All office machines (copy machines, laminating equipment, etc.) shall be turned off each night.
2. All computers should be turned off at the end of the day. This includes the monitor, local printer, and speakers. Network equipment is excluded. Where available, equipment shall be put in sleep mode after a period of inactivity. Power management features will be used on all office equipment.
3. Thermostats for hot water heaters will be set so water delivery temperature at sinks does not exceed 120 degrees F with exception of nutrition services which will be set to meet health code requirements.
4. Energy and water efficiency shall be incorporated for all new construction, deferred maintenance and modernization projects.
5. Personal beverage makers, hot plates, microwaves, toaster ovens, coffee pots and space heaters are prohibited in classrooms and offices. Food preparation appliances are permitted in common areas.
6. Personal refrigerators are permitted at the discretion of the site principal or site administrator, and where possible, consolidated in common areas.
7. Appliances shall be Energy Star compliant, or within 20 percent of Energy Star equivalency efficiency ratings.
8. Vending machines must be delamped and connected to a vending miser (or equivalent) device and/or equipped with motion sensors at all times. Vending machine contracts shall ensure that the vendor properly maintains the machine to include routine inspection and cleaning of the cooling fans and coils. Any addition of vending machines to schools and district sites must be approved by Cabinet.

### Heating, Ventilation, Air Conditioning

1. In accordance with our goal of preserving our natural resources while maintaining a healthy, comfortable and productive environment for staff and students, the classroom and office temperatures should be maintained at 76 degrees for cooling and 68 degrees for heating. Variations from these set points will require approval by the Energy Committee on a case by case basis.
  - a. Normal fluctuations may occur in room temperatures due to cycling mechanical equipment, changes in occupancy and other environmental factors. These temperature fluctuations can typically range within +/-2 degrees of the set point.

2. The use of devices to manipulate the HVAC sensor into providing more cooling or heating can damage the sensors and the HVAC units; this equates to vandalism or the misuse and abuse of district resources and equipment. The school's principal or site administrator is accountable for ensuring vandalism does not occur.
3. When available, tiered cooling and heating setback temperatures for vacant areas will begin after 15 minutes and the second tier will begin after 45 minutes of vacancy.
4. On regular school days, classrooms and offices will be preheated / precooled so the room will be at set point when school starts.
5. Where possible, override buttons of one hour increments of heating / cooling will be made available for classroom use outside of the normal schedule.
6. All exterior doors and windows shall remain closed while HVAC is operating.
7. A centralized Energy Management System (EMS) shall be utilized to program and control the HVAC and lighting operations throughout the district.
8. Exhaust fans shall be turned off during unoccupied hours.

#### Lighting

1. Lighting will be turned off in any area that is unoccupied, except for corridors, stairwells and exits as required by code, or where necessary to maintain an appropriate level of safety.
2. Site lighting shall be turned off from ~~12:00 am~~ 11:00 pm until 5:00 am unless required and authorized for specific operational, academic, or sports activities. Where possible, site lighting will be dimmable with motion sensors.
3. Natural lighting shall be used where appropriate.
4. All outside lighting shall be off during daylight hours.
5. Night Custodians are to turn lights on in the areas in which they are actively working.

#### Landscape / Water Conservation

1. Follow regulations and recommendations regarding water savings of respective water district and actively promote water conservation.
2. Limit water run-off from District property by drainage onto adjacent properties or public or private roadways or streets due to excessive irrigation and/or neglect.
3. Repair all broken irrigation lines and sprinklers within 24 hours of knowledge that a leak

exists.

4. Limit water use for rinsing down eating areas to maintain sanitary conditions. When possible, utilize water brooms, power washers or other water saving nozzles.
5. Incorporate desert landscaping into all modernization and new construction projects and use turf prudently as required for physical education and athletic programs.
6. Utilize "smart" irrigation controllers and/or weather stations that automatically take humidity and temperature into account to modify watering times.
7. Interior water leaks are to be promptly repaired.

Regulation PALM SPRINGS UNIFIED SCHOOL DISTRICT  
approved: August 11, 2015 Palm Springs, California  
revised: November xx, 2019