



## **Chico Unified School District**

1163 East Seventh Street, Chico, CA 95928-5999  
(530) 891-3000

**Administrative  
Regulation:**

**#3511**

**Section: 3000**

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### **ENERGY CONSERVATION**

The school district will provide positive classroom environments for students and staff in an energy efficient and cost effective manner. Some key components of energy efficient and cost effective schools include installation and utilization of technologically advanced heating/ ventilating/air conditioning (HVAC) systems, energy management systems that provide optimum utilization and longevity of the HVAC equipment, systematic maintenance service that will allow the HVAC equipment to operate at maximum efficiency and appropriate scheduling of the facilities to minimize the need for energy consumption.

#### **HVAC Equipment**

District maintenance staff will systematically evaluate the energy efficiency and cost effectiveness of HVAC equipment in District facilities to determine when the existing equipment is no longer cost effective to operate. When equipment replacement is needed, the fiscal data will be confirmed and an equipment replacement schedule developed. The equipment replacement recommendations will be formulated concurrent with the development of the annual District budget. To supplement District funding, staff will identify and make application for viable non-District equipment replacement and/or energy conservation funding.

#### **Energy Consumption**

Energy management systems are designed to monitor and control a wide variety of District operations including, but not limited to, HVAC units, energy consumption, security, irrigation, equipment malfunctions, equipment service, facilities use, etc.; but, this Energy Conservation Procedure governs only HVAC use, control and service. The energy management system not only monitors and controls the operating hours, efficiency and service of the HVAC equipment but can also be programmed to utilize the normal daytime high temperatures and nighttime low temperatures to help control the temperature inside the facilities; therefore, the consumption of electricity and natural gas is reduced.

##### **1. The Operational Hours**

The school principal (manager of other District facilities) will notify the District maintenance representative who programs the energy management system of the planned occupancy of each school facility. The maintenance representative is then responsible for maintaining the temperature and air circulation in all District facilities in the "comfort zone" during the hours that the facilities will be occupied. When a special activity is scheduled in a facility during hours that the facility is not scheduled for occupancy, the facilities use procedure will be utilized to notify the maintenance representative who will then provide appropriate heating/cooling for the special activity.

##### **2. Manual Operation of HVAC Units**

Some rooms in District facilities will have manual overrides on the HVAC systems that will provide heating/cooling on demand for short periods of time during hours that the facility is not scheduled for occupancy. The manual override can be activated inside the room by a room occupant for a minimum of twenty minutes and a maximum of one hour. After the operational time (twenty minutes to one hour) has elapsed, the override can again be activated to provide the needed heating/cooling.

##### **3. Room Environment**



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When the HVAC unit is in a heating/cooling mode, open windows and/or doors result in energy waste, HVAC unit inefficiency and excessive operational expenses. Therefore, windows and/or doors to the outside will remain closed. The recommended "comfort zone" for a typical room in the cooling mode is 78°F and in the heating mode is 68°F, but the room occupant will be allowed latitude as follows:

<u>Mode</u>	<u>Standard Room/Office Temperature</u>	<u>Minimum Temperature</u>	<u>Maximum Temperature</u>
Cooling	78	76	None
Heating	68	None	70

#### **4. Scheduling of Facilities**

Staff will schedule facilities in an energy efficient and cost effective manner. Consideration will be given to scheduling activities at times that minimize the need to heat or cool the facilities. Additionally, when it is necessary to schedule facilities during days and/or hours that will require heating/cooling services, the activity should be scheduled in a room that can be individually heated/cooled rather than a room that is served by a multi-zone HVAC that will, by design, cool an entire facility and/or wing of classrooms.