

Administrative Regulation Topic PROCEDURES FOR OPERATING AIR CONDITIONING EQUIPMENT	Adoption Date	Rescinds/Amends
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The following energy conservation procedures are to be observed in those buildings possessing air conditioning equipment:

1. Buildings with windows, ceiling fans and individual classroom controls should:
 - a. Refrain from turning the air conditioning equipment on until the outside temperature exceeds 78 degrees. Temperature control should be achieved by the use of ceiling fans and window adjustments. During air conditioning season, the custodian should raise the classroom windows upon arrival each morning (if applicable) if the outside temperature is below 78 degrees. The principal will be responsible for devising a system of notifying the teachers when the air conditioning is to be turned on.
 - b. There will be times when the outdoor temperature is such that the energy management system will not allow the cooling or heating equipment to operate. It will be the teacher's responsibility to close all windows and doors when the heating or air conditioning is operating.
 - c. When the temperature is such that cooling is needed at the beginning of the school day, the start time for air conditioning equipment at each campus should be set as late as possible while still allowing time to cool the building to guideline temperature by the beginning of classes.
 - d. Set the thermostat controls at 75 or 78 degrees when air conditioning is in operation. It is anticipated that by maintaining the 75 to 78 degree thermostat setting, the classroom climate can be reduced to an even more comfortable level by the use of ceiling fans. Ceiling fans should be operated in all areas which have them.
 - e. Close individual classroom and office doors when the air condition equipment is in operation.
 - f. Refrain from turning lights on unless definitely needed. Remember that lights not only consume electricity, but also give off heat which, in turn, places an additional load on the air conditioning equipment and thereby increases the use of electricity necessary to cool the room.
 - g. The air conditioning equipment should be turned off at the approximate time the students leave school. It is anticipated that the temperature of the classroom will be maintained long enough to afford comfort for the period the teacher remains in the classroom after the students have left.
 - h. Under no circumstances will air conditioning be utilized in classrooms during the summer months unless the classrooms are being used for summer school or year-round school. Custodians will be expected to open doors and windows to provide necessary ventilation. Air conditioning may be used in those schools that are involved in a team-cleaning concept.

- i. The principal, in coordination with the energy manager, will be expected to devise a plan for turning the air conditioning units on in phases to prevent overloading the system which occurs when all units are turned on at the same time.
 - j. In all areas which have evaporative coolers such as shops, kitchens and gymnasiums, the doors leading to halls which have air conditioned classrooms or dining areas should be kept closed as much as possible.
2. In those air conditioned areas within a building that have windows and no ceiling fans, the same procedure as listed in item 1 should be observed with the following exceptions:
 1. Air conditioning equipment is not to be turned on until the outside temperature exceeds 75 degrees.
 2. The thermostat controls are to be set no lower than 75 degrees when the air conditioning equipment is in operation.
3. \$20Building without windows and ceiling fans should maintain a thermostat setting of no less than 75 degrees.