

Administrative Regulation Topic PROCEDURES FOR OPERATING HEATING 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. The thermostat controls shall be set no higher than 72 degrees.
2. Individual classroom and office doors will be closed when the heating equipment is in operation.
3. In those buildings with central controls, the start time for the heating equipment should be set as late as possible while still allowing time to heat the building to guideline temperature by the beginning of classes. In those buildings with individual classroom controls which the custodian can access, the custodian will be responsible for setting the thermostat controls appropriately at the beginning of the day.
4. In those classrooms with individual thermostat controls, the teacher will be responsible for setting the thermostat on 55 degrees as he/she leaves the room at the end of each day. The principal or his/her designee will be responsible for setting thermostat controls to 55 degrees in the rest rooms, offices and other heated areas at the end of the day.
5. In those buildings with central controls, the principal or his/her designee will be responsible for the setting of the thermostat at 55 degrees at the end of each day.
6. The principal will be responsible to ensure that the custodial staff performs an end-of-day shutdown checklist on Monday through Thursday and a weekend shutdown checklist on Friday to make certain that the building is closed or shutdown in an energy conservative manner.
7. If, on extremely cold nights, a 55 degree setback will not allow your building to heat to a comfortable level by the time the students arrive, take the following action:
 - a. Set the nighttime temperature setting at 60 degrees.
 - b. Notify the office of the energy manager immediately.