

## ENERGY CONSERVATION

It is the policy of the Buncombe County School System to conserve energy. All employees are directed to conserve energy in the areas of heating, cooling, and lighting of facilities, the use of hot water and other material resources, and the operation of all equipment. Special operating procedures have been developed and energy goals have been established for each facility. Energy records will be maintained. Each school or facility is directed to have an energy conservation committee in operation. Implementation procedures, which elaborate and clarify the subject policy, will be maintained in all school facilities, offices of the Buncombe County Maintenance Department, and Buncombe County Administrative Offices.

### 1. Operating Hours

For the purpose of this policy, operating hours shall be defined as follows:

Elementary Schools	7:30 a.m. until 3:30 p.m. Monday through Friday
Middle Schools	7:30 a.m. until 3:30 p.m. Monday through Friday
High Schools	7:45 until 3:30 p.m. Monday through Friday
Administrative, Support Facilities, and Administrative/Support areas within schools	7:00 a.m. until 5:00 p.m. Monday through Friday

### 2. Nonoperating Hours

For the purpose of this policy, nonoperating hours shall be defined as follows:

Elementary Schools	3:30 p.m. until 7:30 a.m. the following day, Monday through Friday
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Middle Schools	3:30 p.m. until 7:30 a.m. the following day, Monday through Friday
High Schools	3:30 p.m. until 7:45 a.m. the following day, Monday through Friday
Administrative, Support Facilities, and Administrative/Support areas within schools	5:00 p.m. until 7:00 a.m. the following day, Monday through Friday

(All school holidays and weekends are designated non-operating hours.)

**3. Heating and Cooling Seasons**

Heating and cooling seasons shall be decided by the principal or facility manager. Once defined, the season shall remain constant.

**4. Cooling Temperature - Instructional Areas, Operational Hours**

The temperature within instructional areas during hours in the cooling season shall be **no less than 75 degrees**.

**5. Cooling Temperature - Instructional Areas, Non-operational Hours**

No cooling or ventilating equipment shall operate during Non-operational hours.

**6. Heating Temperature - Instructional Areas, Operational Hours**

The temperature within instructional areas during operational hours in the heating season shall be **no more than 68 degrees**.

**7. Temperature in Instructional Areas, Non-operational Hours**

The temperature within instructional areas during Non-operational hours shall be **no less than 50 degrees, but no more than 55 degrees**.

**8. Temperature Standards - Administrative and Support Facilities**

Temperature standards for office areas for support personnel shall be the same as previously mentioned for instructional areas.

9. **Temperature Standards - Support Areas Common to All Schools**

During the heating season, minimum temperatures for support areas common to all schools, such as lobbies, hallways, toilets, lunchrooms, and gymnasiums shall be **no more than 65 degrees** during operational hours. During the cooling season, the maximum temperature for hallways and lobby areas will be **no less than 75 degrees**. Restrooms and gymnasiums will be ventilated, but not air-conditioned during the cooling season.

10. **Exceptions to Non-operational Hours**

Heating or cooling will be provided as required at operational standards for the following activities:

- Any school activity, which is sponsored by the Buncombe County Board of Education.
- PTO and PTA meetings.
- Activities and/or functions in which Buncombe County School officials are acting in an official capacity.
- All other activities which have been approved by the Energy Policy Director, in writing, 72 hours prior to the event.

11. **School or Facility Energy Conservation Committee**

Each school or facility shall formulate an Energy Conservation Committee, which shall be comprised of the building principal, or facility manager, head custodian, cafeteria manager, teachers, students, and any others as appropriate.

12. **Use of Small Appliances**

The Board of Education recognizes that a need exists to use helpful electrical appliances in the schools. Because of fire safety and energy consumption issues, the Board will limit the use of such devices as follows:

- a. Coffee pots must be approved for commercial use and be limited to the kitchen, faculty lounge or other appropriate area defined by the principal and approved by the safety officer.
- b. Microwave ranges must be approved for commercial use and be limited to the kitchen, faculty lounge or other appropriate area approved by the safety officer.

- c. Toaster ovens, crock pots, hot plates, bread toasters, bread making machines, specialized grills for any purpose or similar equipment must be approved for commercial use and be limited to the kitchen, faculty lounge or other appropriate area approved by the safety officer.
- d. Refrigerators or similar equipment are limited to the kitchen, faculty lounge or other appropriate area approved by the safety officer.
- e. Space heaters or any portable heating device will not be allowed within any facility. Exceptions will only be made in emergency situations and then only to avoid structural damage to buildings.
- f. Electric fans must be U.L. approved and used in accordance to the manufacturer's safety specifications. No fans may be hard wired without permission of the Director of Maintenance.
- g. Electric staplers, hole punches, typewriters, computers, clocks, radios, televisions and similar devices used in instructional related services are allowed but must be U.L. approved.
- h. Equipment used in defined instructional programs such as consumer science classes must be approved by the principal, Director of Vocational Education and safety officer. Approved items include, but are not limited to, electric scissors, electric knives, can openers, mixers, sewing machines, sergers, etc.
- i. Aquariums must be U.L. approved. This includes all components including, but not limited to, lights, heaters and pumps.

### 13. Extension Cords

No household extension cords will be allowed. Approved extension cords must be minimum of 12-gauge wire and will be for temporary use only.

The intent of this policy is to limit the use of electrical devices to achieve energy efficiency and promote safety in the classroom and workplace. Every effort will be made to accommodate a reasonable use of equipment. All fire codes and safety regulations will be adhered to.