



<i>The Classical Academy</i>	<i>Policies and Procedures</i>
Policy Name:	Energy Management and Conservation Policy
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Category:	Support Services
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Cabinet Level Owner:	Director of Operations

The TCA Board of Directors and administrative staff recognize the importance of conserving non-renewable energy resources while exercising sound financial management. TCA has pledged to provide decision-making and operational leadership in the area of energy conservation.

To ensure an efficient energy posture is maintained on a daily basis, judicious use of energy by each facility shall be the joint responsibility of the Principal and the Facilities Management department.

Every TCA student and employee is expected to contribute to energy conservation.

1. All unnecessary lighting in unoccupied or unused areas shall be turned off during the school day. To the degree possible, lights shall be immediately turned off when students and teachers leave school.
2. Staff members and students are responsible for turning lights off in classrooms, gyms, auditoriums, specials spaces, administrative support spaces, cafeterias, kitchens, office areas, and other unoccupied or unused school spaces.
3. Outside school hours, custodians will activate lighting only in the areas where they are working. The custodians at each school will be responsible for a complete and total shutdown of the facility when closing each evening. Custodians are responsible to ensure after-school renters are using lights appropriately.
4. During the heating season, occupied thermostat controls will be set to maintain a classroom temperature between 68° and 74°. Gymnasiums shall operate in the range of 65° to 69° during the heating season and 72° to 74° during the cooling season. Gymnasiums will have air handling units turned off during the summer.
5. Cooling equipment will typically be inactive until the outside air temperature reaches 60°. In addition, mechanical cooling will not be activated until the room temperatures cannot be maintained without it. (i.e. as long as space temperatures are within acceptable range, mechanical cooling will be off even if the outside air temperature is above 60°; this can occur if the occupancy of a particular room is higher than usual.) During the cooling season, facilities with air conditioning will set thermostats to maintain a classroom temperature between 74° and 76°. When air

conditioning equipment is active, door and windows shall remain closed. Building managers should notify Facilities Management if they find their buildings operating outside these ranges.

6. Control set points will be programmed to return to unoccupied mode 15 minutes after all activities, other than sporting events, are scheduled to end. The heating season unoccupied set point is between 60° and 65°. Building managers should notify Facilities Management if they find their buildings operating outside these ranges.
7. Air conditioning is not scheduled in the summer months for any activity other than TCA sponsored training and 260-day employees' consolidated office space. It is the responsibility of the facility administrators to notify Facilities Management if there will be any school or other use of their building in the summer months. Dates, hours of operation, users, name, and type of use/ activity are to be included in the notification. Rentals are not scheduled to receive air conditioning in the summer. Activities should be consolidated in a single building during the summer and use the morning hours when it is cool. Employee work schedule should be modified to allow early morning flexed hours. PPCC classrooms will receive air conditioning during the weekdays of their summer semester (approximately the last week of May to the first week of August).
8. Summer Operations: All air handling equipment will be shut down the day following the last teacher work day. All air handling equipment will be restarted the week new teachers return to the classroom for TCA-sponsored professional development classes and activities.

Facilities Management will provide HVAC support (ventilation) for scheduled summer activities and rentals.

All summer activities at TCA schools will need to be co-located or held within areas where energy utilization can be minimized. Once summer plans are submitted to Facilities Management, schools will need to secure operational approval before publishing plans and facility use parameters. Co-location of activities and the necessary equipment utilization will be prime considerations in the evaluation of proposed summer HVAC services and provided alternatives. Heat will not be provided to any school during the summer and ventilation and cooling only in approved locations.

9. Space heaters are not to be used in any TCA facility.
10. Any personal electrical appliance used in a TCA facility must be Energy Star rated. Refrigerators (compact) and microwaves are permitted in the classroom with the stipulation that during breaks of one week or more the units are unplugged. Coffee pots are permitted in the lounge and break areas, but coffee is to be emptied into a thermos-like container and burners turned off. Microwaves, toaster ovens, and hot plates are not permitted in the classroom.

11. Staff and students are responsible to ensure all classroom CPUs, monitors, local printers, speakers, and audio/ visual equipment are turned off at the conclusion of each day.
12. Office staff is responsible of ensuring copiers, laminating equipment, and other office machines are turned off each day.
13. The use of High Performance Design Standards shall be incorporated in all future major construction projects.

This policy replaces ASD20 Policy ECF and ECF-R.

Policy Revision History

Date	Revision Details	Revised By
3/12/2011	Policy adopted.	Director of Operations
4/2/2013	Policy reviewed.	Director of Operations
4/23/2019	Policy put in updated template.	Director of Operations