

Santa Barbara Unified School District

Administrative Regulation

AR 3511

Business and Non-Instructional Operations

ENERGY AND WATER MANAGEMENT

The district's energy emergency action plan shall, at a minimum, address the following:

1. Procedures for student and staff safety during power outages
2. Methods to ensure administrative control of operations during power outages
3. Procedures to protect equipment that may be damaged by power outages, such as computers and pumps
4. Procedures to establish a clear, effective communications system with staff, students and parents/guardians
5. Guidelines for coordination with local fire, police and utility providers

(cf. 3516 - Emergencies and Disaster Preparedness Plan)

District and school-site plans to conserve resources shall address energy and water use at each site, including plans for:

1. Reducing energy use at all times with additional measures during high peak hours

At All Times:

- a. Turn off or reduce general lighting wherever feasible
- b. Turn off one bank of lights closest to the window during daylight operations
- c. Turn off personal lighting when leaving your office, work area or classroom for any significant length of time
- d. Set computers, monitors, copiers and printers to the energy saving feature, if equipped to do so
- e. Eliminate use of personal electric heaters
- f. Consolidate use of microwave ovens and refrigerators to kitchens and staff lounges and eliminate all unnecessary units
- g. Air conditioning thermostats should be set no lower than 78 degrees, with the doors and window closed
- h. Heating temperature should be set at 64 degrees
- i. Make sure outside lights are not on during the day
- j. Convert any remaining incandescent lighting to compact fluorescent
- k. Evening custodial staff will light only areas of cleaning activity
- l. Set kilns to fire ceramic projects in late evening or early morning if possible

Peak Periods (End of School or Work Day):

- a. Turn off personal computers and local printers when leaving for the day or last class concludes
- b. Last person leaving an area, turn off general area lighting
- c. Shut off copiers at end of work day or as work load permits if sooner
- d. Shut off all office machines, laminators, calculators, coffee pots at the end of the workday or as work load permits if sooner

- e. Turn off or reduce decorative exterior lighting wherever feasible
 - f. Use district provided pool covers when pools are not in use
 - g. Program heating and ventilation systems to shut off at 4:00 p.m. where feasible
 - h. Restrict after-hour activities to as few zones of the building as possible
2. Shutting down lights and equipment when facilities are not in use
 3. Updating each site's preventative maintenance schedule for emergency lighting, generators, exit lighting, and other safety related equipment

The following operations shall also be reviewed in order to ensure that they further the district's energy and water conservation goals:

1. Educational programs
2. Classroom and building management and maintenance
3. Nutrition services and equipment maintenance
4. Landscaping selection and irrigation
5. Maintenance
6. New construction
7. Administrative operations
8. Use of facilities by outside groups

To enlist the support which is essential to achieving the district's energy and water conservation goals, the principal at each site shall:

1. Solicit input from staff, students, and parents/guardians related to district energy and water use
2. Develop strategies designed to ensure cooperation from students and staff in all conservation efforts
3. Recognize those who reduce energy and water use

SANTA BARBARA UNIFIED SCHOOL DISTRICT
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