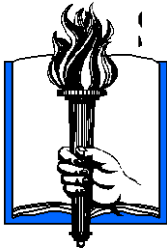


**MURFREESBORO CITY SCHOOLS  
ADMINISTRATIVE DIRECTIVES**



<b>Descriptor Term:</b>  <b>ENERGY MANAGEMENT AND CONSERVATION</b>	<b>Descriptor No:</b>  <b>AD FM1</b>	<b>Effective Date:</b>  <b>8/12</b>
<b>Revised:</b>  <b>2/14; 9/18; 7/19</b>		

1 The following guidelines and regulations shall define the strong commitment on the part of  
2 Murfreesboro City Schools to implement an effective energy management program. The district  
3 shall implement these guidelines and regulations by demonstrating community leadership,  
4 collaborative planning and by adopting the best energy management practices possible.  
5

6 **Responsibility and Education:**

- 7 • Staff and students will be provided information and guidelines on energy-saving  
8 measures.
- 9 • Staff and students are expected to contribute to energy efficiency in the district and use  
10 energy prudently.
- 11 • Staff should report inoperable equipment or wasteful practices to their Principal and/or  
12 building director or supervisor so corrective action may be taken. (i.e. broken windows,  
13 doors, door closures, water faucets, toilets, HVAC, etc.)
- 14 • The Energy Manager will perform routine audits of all facilities and communicate the  
15 audit results to the Assistant Superintendent of Administrative and Support Services.
- 16 • The Assistant Superintendent of Administrative and Support Services will provide  
17 regular reports to Principals and/or Department Supervisors regarding energy  
18 consumption in their building.  
19

20 **Heating and Air-Conditioning:**

- 21 • Proper preventive maintenance of heating, ventilation and air-conditioning units will be  
22 performed on a scheduled basis.
- 23 • Operating schedules for heating, ventilating, and air-conditioning equipment will be  
24 optimized to the fullest extent possible based on the available monitoring and controls  
25 systems in place. Schools without a centralized control system should take steps to  
26 manually adjust the temperature settings.
- 27 • For the heating season, temperatures in the classrooms and office areas will be  
28 maintained at **68-74 degrees** set point in occupied mode and at **60 degrees** in unoccupied  
29 mode.
- 30 • For the air-conditioning season, temperatures in the classrooms and office areas will be  
31 maintained at a set point of no less than **68-74 degrees** in occupied times and at **80-82**  
32 **degrees** during unoccupied times.
- 33 • Buildings shall be only minimally heated/cooled during holiday periods except when  
34 scheduled activities are to take place. (School Principal, ESP Director or building

- 35 manager should notify the Maintenance supervisor if the building will be occupied during  
36 these times.)
- 37 • Classroom doors shall remain closed to the outside when HVAC is operating. (No  
38 propping of doors is permitted.)
  - 39 • Air-conditioning and heating times may be adjusted (depending on weather) to ensure  
40 staff and student comfort. Set points to provide the best overall performance shall only  
41 be adjusted by authorized individuals.
  - 42 • Windows and doors are to be kept closed if the air-conditioning or heating systems are in  
43 operation.
  - 44 • New equipment purchases will be energy-efficient models that are Energy Star rated.
  - 45 • The use of portable electric heaters or any other auxiliary heating devices or air-  
46 conditioners of any kind are not permitted, except where provided by the Maintenance  
47 Supervisor.
  - 48 • Employees and students are encouraged to wear appropriate clothing during the heating  
49 and cooling season.
  - 50 • Requests for exemption or complaints regarding set point temperatures shall be submitted  
51 to the Principal and/or building director and forwarded on to the Energy Manager and  
52 Assistant Superintendent of Administrative and Support Services for consideration.

53

#### 54 **Lighting:**

- 55 • Lighting schedules will be optimized to reduce usage.
- 56 • New energy-saving fixtures, lamps and ballasts will be used to replace existing less  
57 efficient lighting whenever economically feasible and appropriate.
- 58 • All unnecessary lighting in unoccupied areas will be turned off. Staff should make  
59 certain that lights are turned off when leaving an area. This includes but is not limited to  
60 Gymnasium, classrooms and offices. Staff should utilize natural lighting where  
61 appropriate and the lowest level of lighting practical.
- 62 • All outside lighting shall be off during daylight hours.
- 63 • Cleaning staff will turn lights on only for the period when a specific area is being  
64 cleaned.
- 65 • No lamps are permitted unless medically required.

66

#### 67 **General:**

- 68 • Small group activities should not be scheduled in large areas such as the auditorium or  
69 gymnasium unless absolutely necessary.
- 70 • When leaving the room or building, all lights should be turned off.
- 71 • The use of personal electrical appliances (other than as needed for instructional or health  
72 reasons) are limited to no more than one “dorm size” refrigerator per classroom or office  
73 area and one microwave oven.
- 74 • All office machines including, but not limited to, computers, monitors, printers, copiers,  
75 and laminating equipment shall be turned off each night.
- 76 • Building air leaks will be identified and sealed with caulking, energy-efficient seals  
77 and/or insulation.
- 78 • Run time of ovens, stoves, hot boxes, steam tables, etc. will be kept at minimum levels.
- 79 • Kitchen exhaust fans will run only when absolutely necessary. If the vent hood is  
80 equipped with “make-up air” capabilities, these should be utilized whenever the exhaust  
81 fan is on.
- 82 • Established standards for ventilation for acceptable indoor air quality will be followed.

83 Board Policy 2.8001