

CABARRUS COUNTY SCHOOLS SUMMER SHUTDOWN PROCEDURE

Introduction:

As you may or may not know, the summer of 2010 was the beginning of the first full year of CCS' Energy Conservation Program. During this summer, 2010, the four-day work week alone did not provide a reduction in energy usage. The partially occupied, four-day work week months of June, July and August, of that year, used more electrical energy than all but one of the fully occupied five-day work week school months. To correct this problem, in the summer of 2011, guidelines for a Summer Shut-Down Program were introduced. These guidelines, coupled with the four-day work week, produced the first substantial reduction in energy usage for the district. This was duplicated again in the summer of 2012. Thus, it has been proven that a four-day work week alone will not automatically provide a reduction in energy usage. With that in mind, the administration of this district has put together the following set of guidelines for the summer months. Schedules and set back points have been adjusted to be as accommodating as possible while still producing the maximum savings for the district.

GUIDELINES (4 X 10 Work Weeks)

1. Turn air conditioning to night time setting (80 degrees) in all unoccupied areas.
2. The set point, in air conditioning areas will be at the target temperature of 72 degrees +/-2 degrees and will run from 6am-5pm (total 11 hours/day or 44 hours/week) Monday through Thursday. Friday, Saturday, and Sunday cooling will be at the night time setting of 80 degrees.

Exceptions:

- Approved agreements will receive AC in specific locations. Example Kids Plus. (Monday Friday / Cafeteria and Gym) Existing lease agreements: Parks and Recreation activities and Churches. If applicable School Lunch Programs etc.
- A close check for mold and mildew must be made on a regular basis during the summer months. AC schedules may be adjusted for this reason.
- A work order must be submitted for consideration, 72 hours prior to an event that is not on the approved list.

Exception for HVAC Schedules	
Building	Schedule
Administration Building	6:00AM -6:00PM (M-Th)
Bus Garage	4:30 - 6:00PM (M-F)

Note: The same set points will be used for these buildings

Please Remember:

- Schedule building events for Monday-Thursday 6AM – 5PM. Example: Arts Camps, Athlete, Staff Training and Band/Chorus Practice.
- Even during the unoccupied days, if work/events are scheduled during the morning hours, one should find the building temperature between 72°F – 80°F degrees. A work order should be generated if during the unoccupied days/hours building temperatures exceed the setback point of 80 degrees +/- 2 degrees.
- Work with Custodians and their schedule when using any building for these special events. □ Consolidate activities to one area of the building so zoning can be efficiently implemented.

- Schedule events in school buildings that have proven to be efficient. Example: Energy Certified buildings.
3. Coordinate cooling to facilitate drying of floor wax. System operations will be based on schedules provided by the Head Custodian and the available mechanical equipment zones.
 4. Keep windows and doors (interior and exterior) closed in spaces that are cooled and to segregate areas under construction.
 5. Close blinds completely to shield out sunlight. (inside edge up)
 6. During unoccupied hours/days turn air conditioners to night time settings of 80 degrees in mobile classrooms that are being used. If mobile unit are not being used, turn AC units to 85 degrees. Close outside air dampers if possible.
 7. Turn AC units off in mobile units being used for storage areas.
 8. Where zoning is possible, cool only the part of the building that is occupied.
 9. Turn boilers off except when used for dehumidification.
 10. Turn water heaters off in all areas where hot water is not required.
 11. Disconnect power to water coolers (except new water fountains with electronic solenoids) that are not required. One active cooler is usually sufficient.
 12. Unplug all vending machines that are not required.
 13. Turn off all office and classroom equipment that is not required. This includes computers, monitors, printers, interactive boards, copiers, laminating machines, public address systems, etc.
 14. Unplug all TV's.
 15. Turn off ceiling fans and unplug electric clocks where applicable.
 16. Turn off running water to urinals, if applicable.
 17. Report to maintenance any water leaks and commodes or urinals that run excessively.
 18. Turn off convection ovens.
 19. Turn off kitchen booster heaters.
 20. Turn off refrigerators, coolers, milk boxes, ice machines and ice cream boxes that are not required. Consolidate items into least number of coolers practical.
NOTE: After emptying refrigerator/cooler, clean and dry thoroughly, secure door in open position, remove and clean defrost pan if applicable.
 21. Consider adjusting temperature to a higher setting on freezers that are not being used. Age of freezer should be considered in making this decision.
 22. Keep lights turned off in unoccupied areas and in corridors when possible.
 23. Reduce lighting in unoccupied areas where practical. Consider using the single switch for half of the lighting where available.
 24. Keep outside security lights off during daylight hours and reduce to a minimum other outside lighting including parking lots, architectural lighting, etc.
 25. Keep stadium lights off during summer.
 26. Keep watering of athletic fields, other grass and plants to a minimum. Provide one-half inch to one inch per week, including natural rainfall. Water fields between 4:00am and 8:00am.