



**LOS ANGELES UNIFIED SCHOOL DISTRICT
POLICY BULLETIN**

TITLE: ENERGY AND RESOURCE CONSERVATION POLICY

NUMBER: BUL-6513.0

ISSUER: Mark Hovatter, Chief Facilities Executive
Facilities Services Division

DATE: June 8, 2015

ROUTING
All Employees
All Locations

POLICY: The Los Angeles Unified School District (LAUSD) has committed to becoming the most sustainable and environmentally friendly large urban school district in the country. In addition, LAUSD spends more than \$100 million annually on utility costs, which is on the rise every year. In order to achieve the District’s goal of environmental stewardship, and to also reduce the District’s general fund obligations, the District shall implement energy and water conservation measures and practices at all District sites.

This Energy and Water Conservation Policy shall serve as a guideline for operational procedures that maximize energy and water efficiency at all District sites. These guidelines shall apply to all levels of District staff.

I. OBJECTIVES

The objectives of LAUSD’s Energy and Resource Conservation Policy are to:

- A. Ensure the health, safety, and comfort of students and staff during operational hours.
- B. Improve effective use of public funds and maximize savings by:
 - 1. Reducing energy consumption in school facilities.
 - 2. Minimizing operational and utility costs through energy and water conservation measures.
 - 3. Educating students and staff about appropriate energy and water conservation measures.
 - 4. Integrating energy and water conservation measures into the District’s culture and operations.
 - 5. Optimizing capital investments projects in facilities.
- C. Encourage environmental stewardship and sustainable practices.

II. RESPONSIBILITY

Principals, Site Administrators, Area Operations Supervisors (AOSs), Complex Project Managers (CPMs), Plant Managers, and other supervisory staff shall be responsible for implementing this policy and its recommendations at their respective school sites.



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A non-school site's most senior staff member or designee shall be responsible for implementing this policy and its recommendations at their respective administrative site.

Maintenance and Operations (M&O) Regional Facilities Directors (RFDs), Area Facilities Services Directors (AFSDs), Operations Program Managers (OPMs) and CPMs may also assign staff to assist in implementing this policy and its recommendations based on special circumstances or needs.

MAJOR CHANGES: This is a new Bulletin.

GUIDELINES: The following guidelines apply.

I. GENERAL EQUIPMENT

- A. All appliances and equipment, including computers, printers, scanners, etc. shall be shut down during periods of non-use (overnight and weekends).
- B. All small appliances and equipment shall be unplugged during extended breaks and vacations.
- C. All personal computers (PCs) shall be set to "energy saver" mode. All computer monitors shall be set to enter "sleep" mode after 10 minutes of inactivity.
- D. Use of personal space heaters, food warmers and other equipment are as outlined in LAUSD Appliance Rules and Regulations are prohibited in LAUSD facilities.
- E. All new appliances and equipment shall be Energy Star labeled.
- F. All new or replaced exterior general purpose electrical outlets shall have a weatherproof lockable cover with padlock installed to prevent after-hours misuse of the outlets.
- G. Exceptions to this policy applies to specific equipment in culinary, homemaking and art classrooms or food preparation and serving areas.

II. COMMERCIAL FOOD SERVICE EQUIPMENT

- A. Keep refrigerator doors, ice machine and prep table covers closed at all times to save energy.
- B. If possible, turn food service equipment off when not in use. Most equipment takes less than 15 minutes to preheat.
- C. If the kitchen is not in use during long breaks, turn off exhaust hoods. Turn off exhaust hoods when the equipment below them is turned off.
- D. Where applicable, push back cooking appliances as far as possible under the hood.



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- E. Food Services staff shall check if compressors run short cycles. If cycling on/off in less than three minutes for an extended period, place a service call.
- F. Walk-in Refrigerators and freezers:
 - 1. Keep the doors of walk-in refrigerators and freezers closed after use.
 - 2. M&O staff shall check the defrost time clock — make sure it is properly set with a minimal number of defrost cycles
 - 3. Make sure strip curtains are in good shape, and keep them down when loading the walk-in cooler.
 - 4. Keep the area around walk-in box evaporator fans clear of clutter. Maintain a minimum distance of 12" below the unit and five times the height of the fan (typ. 30"- 38") in front, clear of clutter.
- G. Food Services Staff are required to refer to the Food Services' Operating Procedures for Cleaning and Sanitizing Food Contact Surfaces and Stationary Equipment, for efficient running of food service equipment.
- H. Food Services staff are required to follow the established recipes which include heating and holding instructions, which reduces heat loss.

III. HEATING AND COOLING

- A. Staff shall not obstruct ventilation ducts with books, charts, furniture, plants, or any other items.
- B. Staff shall consolidate all after-hours events in close proximity to each other (e.g. in the same building versus in separate buildings) to minimize the need for heating and cooling.
- C. Heating and cooling may be provided with prior notice for individual staff working after-hours with the approval of the Site Administrator.
- D. All doors and windows shall remain closed when Heating, Ventilation and Air Conditioning (HVAC) systems are operating within a given space.
- E. If facilities are to be used after hours, building control systems shall be programmed to turn off all systems no less than one hour after the facility or affected space is vacated and unoccupied. Staff shall place a service request if they observe continuous operation after school hours or when facilities are unoccupied.
- F. Authorized M&O HVAC Technicians should routinely adjust HVAC system time-clocks, programmable thermostats and BAS/EMS equipment schedules to ensure HVAC systems do not operate during unoccupied hours.
- G. Staff shall not alter, tamper with, or bypass energy saving devices and controls, except when approved by an authorized Site Administrator or when there is a health, safety, or security concern.



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- H. In order to maintain an environment that is conducive to the educational process, space temperatures shall be maintained within the following ranges:

Season	Occupied	Un-Occupied
Heating	66° F - 70° F	Turned off
Cooling	72° F -76° F	Turned off

- I. Preventative maintenance shall be performed on HVAC systems within the timeframes outlined in the Maintenance & Operation (M&O) Preventative Maintenance manual.

IV. LIGHTING

- A. Staff shall not obstruct lighting control devices, such as occupancy sensors or daylight sensors, with furniture, plants, or any other items.
- B. Exterior lighting shall be turned on only when there is insufficient daylight. If exterior lights are operating on a timer, schedules shall be adjusted according to seasonal changes in daylight hours.
- C. Stadium and field lighting shall be turned on only when sports fields are in use.
- D. Lights in gymnasiums, multipurpose rooms, and cafeterias shall be turned on only when those spaces are in use.
- E. All lights, except safety night lighting, shall be turned off when students, teachers and other site staff leave a school site.
- F. During unoccupied hours, custodial staff shall turn lights on only in areas in which they are working. At night, they shall maintain the minimum level of lighting for safety purposes.
- G. Staff shall place a service request if lighting controls are not functioning as intended.
- H. Staff shall not alter, tamper with, or bypass energy-saving devices and controls, except when approved by an authorized Site Administrator or when there is a health, safety, or security concern.
- I. Staff shall not program or reprogram lighting control systems or equipment unless approved by the Site Administrator for special circumstances. Systems shall return to their original programming after completion of the activity that required an override.
- J. If classrooms are equipped with multiple light switches which allow for a portion of the classroom lights to be turned-off when natural day light is available, school staff and students shall utilize them to reduce power consumption.
- K. M&O Electricians shall routinely adjust lighting schedules to ensure interior and exterior lights do not operate during un-occupied hours. In addition, lighting control devices should be adjusted seasonally to address schedule changes with daylight savings time.



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- L. When replacing light fixtures, M&O shall replace with a more energy efficient fixture if funding for the upgrade is available.

V. WATER

- A. Staff shall immediately report any of the following conditions to the M&O Service Call Desk by calling (213) 745-1600:
 - 1. Leaking flush valves
 - 2. Leaking faucets
 - 3. Leaking drinking fountains
 - 4. Sprinkler head repairs
 - 5. Over-spray conditions
 - 6. Leaks as a result of a failing or clogged backflow devices
 - 7. Leaking irrigation equipment
- B. LAUSD agreed with the Los Angeles Department of Water and Power (LADWP) to a modified version of compliance with the LADWP Water Conservation Ordinance (dated 08/25/2010). All sites may run their sprinklers for up to two 15-minute cycles on each watering day with the exception of 9:00 a.m. to 4:00 p.m., as specified in the ordinance and noted below:
 - 1. Elementary schools and all other sites considered equal or lower in grade level shall water on Tuesdays, Thursdays and Sundays.
 - 2. Secondary schools, including Middle Schools and High Schools, and other sites considered equal or higher in grade level shall water on Mondays, Wednesdays and Saturdays.
 - a. Administrative sites, Span Schools, Continuation Schools, Adult Schools, Occupational Centers, and Special Education Centers shall be considered part of the secondary group.
- C. Pumps: Turn off hot water recirculating pumps when school is unoccupied.
- D. Water heaters:
 - 1. Maintain temperature at 120°F to avoid excessive high temperature compensation and recovery, except for Food service equipment.
 - 2. In Early Education Centers, maintain temperature at 107° F.
 - 3. Periodically de-lime the water heater to reduce sediment build up.
- E. Irrigation:
 - 1. Ensure Irrigation systems are off when it is raining.
 - 2. Avoid watering on windy days and prevent excessive run off from sites.



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VI. SWIMMING POOLS

In order to maintain an environment that is conducive to the educational process, swimming pool temperatures shall be maintained within the following ranges:

Season	Typical Indoor Pool water temperature	Therapy pool water temperatures	Outdoor pool water temperatures
Heating	82° F	95° F	80° F
Cooling	82° F	95° F	80 ° F
Unoccupied	Turned off	Turned off	Turned off

AUTHORITY: This is a policy of the Los Angeles Unified School District.

RELATED RESOURCES: Facilities Services Division Website: <http://laschools.org/new-site/> Sustainability Initiatives Unit: <http://learninggreen.laschools.org/>

Maintenance and Operations Branch: <http://www.laschools.org/new-site/mo/> Food Services Division: <http://achieve.lausd.net/cafela>

ASSISTANCE: For assistance or further information please contact the Facilities Services Division, Maintenance and Operations Branch at (213) 241-0352 or visit laschools.org.

For service calls, visit the following website: <http://www.laschools.org/new-site/mo/service-calls-overview>