



NATURAL RESOURCES
CONSERVATION
PROCEDURE

H25.01
Adopted
NOV 1, 2006

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PROCEDURE

Introduction


The Seattle School Board strives to create healthy and comfortable learning and working environments for students, staff, and the Seattle community. The focus of the natural resources conservation program is long-term, sustainable measures and practices that reduce consumption of natural resources and seek out alternative energy and green technologies. By reducing the District's use of natural resources, a greater amount of the District funds can be spent for supporting student learning and excellence. Additionally, conservation lessens negative impacts on our environment. Wasting resources contributes to many environmental problems such as global warming, water pollution, acid rain, etc. When we conserve energy and water, reduce solid waste, and utilize green alternatives, we help reduce and prevent environmental damage.

A successful natural resources conservation program welcomes and relies upon active participation by all members of the school community. Responsibility and authority for implementing the natural resources conservation management plan lie at all levels of the District. Resource conservation begins with the design of the buildings and landscaping, and continues through the daily operation and maintenance of the schools. Seattle Public Schools seeks to model environmental stewardship to the staff, students, and the Seattle community, linking conservation, the environment, and our role in determining the future health and well being of people, the environment, and the planet.

Standards, and Practices

The District will set standards and promote practices and procedures to reduce natural resource consumption in the following areas:

1. Operations and Maintenance
 - A. Heating and cooling set points for the HVAC systems
 - B. Operating Schedule for the HVAC and, Lighting Systems
 - C. Exceptions to the Operating Schedule for HVAC and, Lighting Systems
 - D. Operating Practices for Energy, Water and Solid Waste, including Recycling
 - E. Maintenance Practices
2. Facility Design, Products and Equipment Procurement
3. Shared Savings Program
4. Education, Outreach, and Training
 - A. Provide annual conservation training for District staff members with responsibilities over the utility resources.

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- B. Provide monthly utility data to senior staff, principals, and building custodians.
- C. Promote and recognition success conservation program in the schools.

STAFF PROCEDURES

1. Operations and Maintenance Standards

- A. Heating and cooling set points for the HVAC systems
 - 1. Classroom and office areas 68 degree heating, 76 degree cooling.
 - 2. Lunchrooms and auditoriums 65 degree heating, 76 degree cooling.
 - 3. Gyms and hallways 62 degree heating, no cooling provided.
 - 4. Turn the heat off in unoccupied areas (freeze protection only).

- B. Operating Schedule for the HVAC and, Lighting Systems
 - 1. Monday-Friday HVAC schedules are based on staff contract work times.
 - 2. After school and weekend HVAC are provided for academic events only.
 - 3. Heating and cooling systems will not be enabled during non-school hours from April 1 through October 15.
 - 4. Professional development days, HVAC system will only be enabled in occupied areas to the minimum extent necessary.
 - 5. The HVAC system shall not operate during school breaks and holidays except for freeze protection.
 - 6. The lights will be off in all areas that are not being occupied.
 - 7. Circulating pumps will be turned off evenings and weekends, and water heaters will be turned off over school breaks.

- C. Exceptions to the Operating Schedule for HVAC and Lighting Systems
 - 1. Schools may purchase heating and or cooling for after school and weekend non-academic events.
 - 2. Community and outside users may purchase heating and or cooling for events through the established building rentals system.
 - 3. Summer school and before and after school activities will be concentrated to occupy the minimum number of buildings, building areas, and rooms.

- D. Operating Practices for Energy, Water and Solid Waste
 - 1. Staff and students are responsible for turning off lights, closing windows, doors, drawing the blinds or drapes at night.
 - 2. Staff and students shall participate in Seattle Public Schools recycling program by recycling paper, plastic, cans, and glass recyclable materials.



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3. Unoccupied areas will not be heated, cooled, and all lights will be turned off.
4. Outside lights should be turned off during daylight hours.
5. All office and classroom electrical equipment (copy machines, printers, coffee pots, lamps, TVs, projectors, etc.) shall be turned off each night.
6. Computers shall be turned off after school unless required to run over night for District/school business and monitor sleep mode shall be enabled.
7. Set double sided printing as a default for copiers and printers where possible. Promote the use of .pdf files and email correspondence in lieu of hardcopies.
8. Personal electrical appliances are only permitted for school related purposes.
9. Vending machines will operate with lighting turned off. Vending machines shall be unplugged during school breaks of four days or more and/or operate with energy saving devices.
10. During summer breaks, food from District refrigerators and freezers shall be consolidated into the smallest space necessary. Refrigerators and freezers not being used shall be cleaned and turned off/unplugged.
11. School gardens, landscaped areas, lawns, and non-scheduled fields shall not be mechanically irrigated unless the area is being established. Landscaped areas shall be planted with drought tolerant species. School gardens, landscaped areas may be irrigated with drip system or soaker hose.
12. Scheduled fields shall be mechanically irrigated; watering systems shall only operate at night.
13. District vehicles shall not be warmed up.

E. Maintenance Practices

1. Perform scheduled maintenance on HVAC units.
2. Failed outside lights photocells shall be assigned emergency work order status.
3. Flush valve and plumbing leaks shall be assigned emergency work order status.
4. Condensate system and boiler loop leaks shall be assigned emergency work order status.
5. Tune-up boilers every two years.
6. Calibrate temperature thermostats every three years.
7. Recalibrate temperature controls and thermostats every year.

2. Facility Design, Products and Equipment Procurement

- A. Buildings and grounds shall be designed and constructed to minimize operational utility resources. Design decisions shall recognize the life cycle cost with the operation and maintenance budget identified prior to construction.



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- B. Design teams shall model resource usage and present energy use index and refuge and recycling analysis to operations and maintenance prior to construction. Presentations shall be reviewed at schematic design, design development, and construction document stages. Additionally the capital department. shall provide annual reports to the school board on natural resource conservation measures employed in capital projects.
- C. Design teams shall work with the local utility companies, the City of Seattle, and other agencies to maximize grants and rebates for the District providing necessary data prior to construction.
- D. Capital projects shall utilize third party commissioning of building systems. Systems shall operate at design specifications or greater.
- E. All contracts, RFPs, or bid documents, etc. that involve the building envelope, HVAC system, lighting system, or irrigation system shall be reviewed by the operations department to assess natural resource conservation measures.
- F. The District shall evaluate the cost effectiveness of procuring high efficient and green products and equipment, including alternative fuel vehicles (hybrid and biodiesel) and green building options in new construction and remodels, printers and copiers that default to double sided printing, and flat screen monitors.
- G. Irrigation systems, including temporary systems, shall be equipped with an irrigation deduct meter.

3. Shared Saving Program

The District agrees to pass along part of the utility savings to the schools in a shared savings incentive program. The incentive dollars are intended to allow schools to invest in resource conservation through education materials, field trips, etc. to achieve additional and continued savings.

4. Education, Outreach, and Training

- A. Provide annual conservation trainings for District staff members with responsibilities over the utility resources.
- B. Provide monthly utility data to senior staff, principals, and building custodians.
- C. Promote and recognition success conservation program in the schools.
- D. Model conservation and recycling in the classroom.