



Lexington Public Schools

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To: Paul Ash, Superintendent

From: Mary Ellen Dunn, Assistant Superintendent for Finance and Business
Shawn Newell, Assistant Director of Facilities – Technical Services
Bob Martin, Assistant Director of Facilities – Custodial Services
Lisa McGuire, Facilities Manager

Date: June 15, 2007

Re: School Facilities Update

CC: Carl Valente, Town Manager

Staffing Vacancies and Status:

1. **Director of Facilities:** The Superintendent and Town Manager will outline the selection process.
2. **Administrative Assistant:** A candidate has tentatively accepted the position pending review of draft job description, final placement on the Town's Municipal Employee Association pay scale, and offer letter from the Town's Human Resources Director.
3. **Auditorium Manager and Lighting Staff:** The Facilities Manager will be working with the Human Resources Department to post and advertise for these positions. These positions are critical in order to maintain our auditoriums at the High School, Clarke, and Diamond. All outside groups need to have access to experienced and knowledgeable staff for assistance with lighting, sound, rigging, and other technical features of our stage areas and auditoriums.
4. **Custodial and Maintenance Vacancies:** There are currently five vacancies. Human Resources has issued an internal positing to all existing staff. External postings will take place after July 1.

Custodial Services: Summer cleaning schedules will begin once school ends.

Preventative Maintenance:

Energy Policy: Shawn Newell has been implementing the Administrative Guidelines since his arrival last November. We have seen some progress in reducing our energy consumption. Please review Attachment I for the complete policy. The Policy requires School Committee Acceptance for full implementation. (**Attachment 1**)

High School: Piping repairs for the field house girls' locker room and training room along with the science wing ventilation project are in the process of being bid and scheduled for completion by October.

Annual Boiler Cleaning and Inspection: Annual boiler cleaning and inspection started on May 21. We anticipate the cleaning and inspections will be completed by July. All boilers are being opened, cleaned, and inspected. Hartford Insurance is completing the inspections.

School	PM	Contracted Service	Start Date	End Date
LHS-A,B,C,D,E	Boiler Cleaning	Fraser/Hartford Ins.	5/24/2007	6/25/2007
Bowman	Boiler Cleaning	Fraser/Hartford Ins.	5/21/2007	6/25/2007
Bridge	Boiler Cleaning	Fraser/Hartford Ins.	5/22/2007	6/25/2007
Estabrook	Boiler Cleaning	Fraser/Hartford Ins.	5/22/2007	6/25/2007
Open Building	Boiler Cleaning	Fraser/Hartford Ins.	5/23/2007	6/25/2007
Hastings-Maria	Boiler Cleaning	Fraser/Hartford Ins.	5/23/2007	6/25/2007
LHS- F,G,J,H	Boiler Cleaning	Fraser/Hartford Ins.	5/29/2007	6/25/2007
Diamond	Boiler Cleaning	Fraser/Hartford Ins.	5/25/2007	6/25/2007
Harrington	Boiler Cleaning	Fraser/Hartford Ins.	5/24/2007	6/25/2007
Fiske	Boiler Cleaning	Fraser/Hartford Ins.	5/25/2007	6/25/2007

Bi-Annual PM: of univents, heat pumps, roof top units, and air handler units: started on June 4 and anticipated to be completed by the end of June.

School	PM	Contracted Service	Start Date	End Date
LHS F,G,J,H	UV Mechanical	Fraser Engineering	6/21/2007	6/26/2007
Clarke	UV Mechanical	Fraser Engineering	6/21/2007	6/26/2007
Diamond	UV Mechanical	Fraser Engineering	6/21/2007	6/26/2007
Harrington	HP Mechanical	Fraser Engineering	6/21/2007	6/26/2007
LHS F,G,J,H	AHU/RTU	Fraser Engineering	6/4/2007	6/26/2007
Diamond	AHU/RTU	Fraser Engineering	6/11/2007	6/26/2007
Harrington	ERU	Fraser Engineering	6/18/2007	6/26/2007

Monthly PM: of DDC computers to check for faulty sensors and sequence of operation failures for all univents, heat pumps, roof top units, and air handler units: started in March 2007 as a one year contract with a two year extension.

School	PM	Contracted Service	Start Date
LHS	PM Controls	Burnell	On Going PM Contract
Clarke-Jonas	PM Controls	Burnell	On Going PM Contract
Diamond	PM Controls	Burnell	On Going PM Contract
Harrington	Controls	Burnell	On Going PM Contract

Interior Lighting PM: Re-lamp and change ballasts as needed, of all interior building fixtures.

School	PM	Contracted Service	Start Date	End Date
LHS G,J,H	Int. Lighting	DMJ HARRIS NSTAR	6/15/2007	6/22/2007
Clarke	Int. Lighting	DMJ HARRIS NSTAR	5/29/2007	6/5/2007
Diamond	Int. Lighting	DMJ HARRIS NSTAR	6/21/2007	6/25/2007
Harrington	Int. Lighting	DMJ HARRIS NSTAR	6/21/2007	6/29/2007

Roofing PM: Repair, patch, and caulk all suspect areas where leaks have developed. Tremco to develop a report for all schools system wide on repair cost and warranty items at Fiske and Harrington.

School	PM	Contracted Service	Start Date	End Date
LHS F,J,& H	Roof	Tremco	waiting for contract	
Clarke	Roof	Tremco	6/5/2007	6/10/2007
Diamond	Roof	Tremco	6/8/2007	6/12/2007
Harrington	Roof	Tremco	6/22/2007	6/27/2007

07/08 Summer Operation Projects

School	Job	Contracted Service	Start Date
LHS-A,B,C,D,E	UV Mech/Cntrl	In House	7/1/2007
Bowman	UV Mech/Cntrl	In House	7/1/2007
Bridge	UV Mech/Cntrl	In House	7/1/2007
Central Office	UV Mech/Cntrl	In House	7/1/2007
Estabrook	UV Mech/Cntrl	In House	7/1/2007
Central Office	UV Mech/Cntrl	In House	7/1/2007
Hastings-Maria	UV Mech/Cntrl	In House	7/1/2007
LHS-A,B,C,D,E	Exhuast	In House	7/1/2007
Bowman	Exhuast	In House	7/1/2007
Bridge	Exhuast	In House	7/1/2007
Central Office	Exhuast	In House	7/1/2007
Estabrook	Exhuast	In House	7/1/2007
Hastings-Maria	Exhuast	In House	7/1/2007
LHS-A,B,C,D,E	AHU/RTU	In House	7/1/2007
Bowman	AHU/RTU	In House	7/1/2007
Bridge	AHU/RTU	In House	7/1/2007
Central Office	AHU/RTU	In House	7/1/2007
Estabrook	AHU/RTU	In House	7/1/2007
Hastings-Maria	AHU/RTU	In House	7/1/2007
LHS	H&V Mech/Cntrl	In House	7/1/2007
Bowman	H&V Mech/Cntrl	In House	7/1/2007
Bridge	H&V Mech/Cntrl	In House	7/1/2007
Central Office	H&V Mech/Cntrl	In House	7/1/2007
Estabrook	H&V Mech/Cntrl	In House	7/1/2007
Hastings-Maria	H&V Mech/Cntrl	In House	7/1/2007
Bowman	Roof	Tremco	7/1/2007
Bridge	Roof	Tremco	7/1/2007
Central Office	Roof	Tremco	7/1/2007
Estabrook	Roof	Tremco	7/1/2007
Open Building	Roof	Tremco	7/1/2007
Hastings-Maria	Roof	Tremco	7/1/2007
LHS F,J,H	Roof	Tremco	7/1/2007

SchoolDude: SchoolDude is our provider for web-native operations management solutions.

Maintenance Direct: SchoolDude is a web based work management tool that streamlines the entire work order process from request to completion.

- Rolled out March 1 with no problems system-wide. It is very user friendly. We have received good feedback from custodians.
- We are in the process of training maintenance technicians to open and close their own work orders, if such is necessary.

Facilities Direct: SchoolDude has an online facility usage scheduling tool. The tool allows us manage educational facility usage requests, track event schedules, and account for usage expenses created to integrate with maintenance processes.

- Need to schedule second round of online training (billing portion of program).
- Need to review who/what organizations are billed, who pays for what, what rental fees are (if they have changed from what is on website), and what new custodial fees will be before we roll out.
- We are looking at the possibility moving a major rental to the High School for reasons of energy efficiency and consolidation of programs into as few buildings as possible. Ms. McGuire is meeting with the head custodian at Clarke this week to see the areas they rent. From there, Ms. McGuire will meet with the head custodian at the high school to go over spaces that will accommodate their program. Ms. McGuire will schedule a meeting with them to discuss the outcome of her review. Also, we plan to meet with a representative of the Indian School to go over their contract.

Utility Direct: Online utility management and reporting tool that audits, tracks, and analyzes utility consumption and costs to identify savings opportunities.

- We are contacting SchoolDude for a free "trial" period and to set up initial on line training to see if this will accommodate us. Ms. McGuire will also contact Nstar about the ability to download information from the invoices.
- Mr. Newell will be contacting the vendors who provide our DDC systems and see if there are other automated data collection systems SchoolDude can provide.

Insurance Claims Pending:

Diamond Water Damage: Ongoing submittals of vendor invoices, payroll, and supplies and materials are being submitted to the insurance company for reimbursement. The Facilities Department is continuing the monitoring of clean up efforts by vendors.

Community Initiated Projects:

1. Solar Panels: High School Science Building
2. Climbing Wall: Diamond Middle School
3. Benches and Sun Shade: Hastings Elementary School

Capital: Attached is a table of Capital Projects and their status. Ongoing updates will be forthcoming.

- Mechanical Engineering: Shawn Newell will be sitting down with SED (bid and final contract documents being prepared) to update them on 08 Capital projects. We will make a priority projects list that deals with outstanding 06/07 capital projects and the new projects that are on the 08 Capital list. If you have questions please email them to the Facilities Staff and they will make them part of the discussion. This is a meeting to advise SED of what we are looking at for this year. We would like them to generate a time-line on each project, in order to give us a better understanding of how each project will progress.

FY08 Capital projects from 07 Town Meeting						
Location	Project	Cost	In Charge	Action	Procurement	Notes
LHS	Energy efficient lighting Gym & Field House	\$65,000	Shawn Newell	NSTAR project, DMJM Harris, need PO after contract	None	10
LHS	Mechanical Systems Bldg G, H, J, F Retro-Com Rpt 4, 5, 8	\$420,000	Project Manager Needed	These 4 projects will need design engineering...	Bid Requirement	13.5
LHS	Mechanical Systems Bldg G, H, J, F Retro-Com Rpt 3, 9	\$206,000	Project Manager Needed		Bid Requirement	13
Clarke	Mechanical System Replacement 2 year job	\$710,000	Project Manager Needed	12 jobs. Much of the detail is in the Retro-Commission report and Green Energy	Bid Requirement	15
LHS	Kitchen: AHU LHS music composition room, IT Center	\$175,000	Project Manager Needed	LLC report. These need close supervision and coordination	Bid Requirement	8
System-wide	Classroom FF & E--not specifically identified	\$50,000	Mary Ellen Dunn	items to be addressed as needs are identified	State Contract	1
System-wide	Interior Finishes	\$50,000	Mary Ellen Dunn	This would be projects on an as needed basis	State Contract	2
System-wide	CO Relocation to "old" Harrington	\$50,000	Mary Ellen Dunn	To be completed during June and July	No	3
System-wide	Demand ventilation and controls for large areas	\$45,000	Shawn Newell	Being done under current Burnell Controls contract	Existing Contract	4
System-wide	Replace all steam traps-DI, ES, BR, BO, HS	\$90,000	Shawn Newell	Summer work...can this be done under current Fraser contract OR	Bid Requirement	5
LHS	Renovate mens' and womens' locker rooms	\$65,000	Kate Cremens-Basbas/Tony Porter	Tony would need to work with our Design Architect for the scope to be determined	Bid Requirement	6
LHS	Auditorium Upgrades	\$200,000	Director and Walter Pavasaris	Walter would need to work with our Design Architect for scope and priorities and this would probably be multiple jobs	Bid Requirement	9
Hastings and Bridge	Lockers	\$230,000	Bob Martin	This project is being done through state contract with Sallese and will include some electrical work and painting	State Contract	14
Bridge, Bowman and Hastings	Re-insulate above all ceilings	\$250,000	Bob Martin	Would be about a one paragraph scope..8 or 9 inch batts. Clean up could be OT for our people using this money?	Bid Requirement	16
Estabrook	Paving for pick up/drop off area	\$50,000	Director and Martha Battan	Martha would need to work with our Design Architect to create plan; Work with DPW to have paving completed at part of their townwide paving bid	Bid Requirement	17
Estabrook	HVAC deferred maintenance	\$35,000	Shawn Newell	Scope and plans have already been done by Building DR	Bid Requirement	18

FY04 - FY07 Capital Budget Items				
FY07				
Article	Description	Location	Status	Total Amount
40031370-58201	Art 32A/06 - School Capital		Balance \$1,101,106	\$ 1,716,000
Article 32 a	Strategic Capital Plan	Elementary Schools		
Article 32 b	Roof Replacement	LHS science bldg		
	Roof Replacement	LHS Gym and Diamond Aud		
Article 32 c	Univent and Pipe Replacement	LHS		
Article 32 d	Upgrade Building Controls	LHS		
	Upgrade Building Controls	Diamond		
Article 32 e	Domestic Hot Water Heaters-not passed	LHS		
Article 32 f	Bleacher Replacement	LHS & Clarke		
Article 32 g	Auditorium Repairs	LHS		
Article 32 h	School Lockers	Bridge		
40031380-58511	Art 32B/06 - Technology Article 32 i	SYSTEM-WIDE	Balance \$255,090	\$ 400,000
FY06				
40031340-58300	Article 30A/05 School Capital Projects & Equipment		Balance 163,000	\$ 1,100,000
Article 30 a	Replace intercom & phone	Bowman & Bridge		
Article 30 b	Heating, Cooling & Energy Saving	Clarke Heating		
	Heating, Cooling & Energy Saving	Diamond		
Article 30 c	Replacement of multiple entrance ways	Bridge, Bowman and LHS		
Article 30 d	Lighting of exteriors of all schools buildings	SYSTEM-WIDE		
Article 30 e	School security monitoring system	NOT PASSED		
Article 30 f	Upgrade of Generator, portable gen & related elec in other schools	Diamond		
Article 30 g	Replacement of custodial & maintenance equipment	SYSTEM-WIDE		
Article 30 h	Extraordinary Repairs	Central Office		
40031360-58511	Article 31/05 School Technology	System-Wide	Balance \$8,786	\$ 270,000
40031350-58201	Article 30B/05 Design Phase of CO	Article 30B/05 Design Phase of CO	Balance \$60,899	\$ 240,000
FY05				
40031890-58215	Art 21/04 School Capital Projects	Art 21/04 School Capital Projects	Balance \$ 0.00	\$ 690,000
Article 21 a	Removal of Asbestos under Gym Floor	Harrington		
Article 21 b	Repair of stress crack	Hastings		
Article 21 c	Replace shingle roof over gym	Hastings		
Article 21 d	Repair of roof leaks	Estabrook		
Article 21 e	Replacement of lighting in auditorium	LHS		
Article 21 f	Replacement of indoor track	LHS		
Article 21 g	Repair of Gym and Science Bldg roofs	LHS		
FY04				
	Acoustical Modifications	LHS		
	Gym Floor	Diamond		
	Gym Floor	Harrington		
	Roof	Hastings		

CO Move to Old Harrington: Shawn Newell, Lisa McGuire, Mary Ellen Dunn, Wayne Delaney, Fire Department, and Bruce Dempsey, Electrical Inspector, walked the Old Harrington to review the location of 50 faculty and staff members moving into the Old Harrington.

Work to be completed in preparation of the move:

- We are installing no more than two full floor-to-ceiling walls and no more than three eight foot height walls throughout the building. Partitions and or desktop bookcases will be used to partition employees from each other.
- Three rugs are being removed in the K-5 Curriculum area. One rug came up clean; one rug has no tile under it and will be replaced with VCT floor tile. The third room and the hallway will have asbestos tile remediation, rug removal, and the tiles replaced with VCT floor tile.
- There are additional rugs in classrooms that may also need to be removed at some future point.
- The Facilities Staff is removing all storage containers with furniture in them from the High School and donated Fiske Furniture from Werner Fuchs in storage in Chelmsford. All furniture is being staged at the Old Harrington to review and either dispose or reallocate throughout the system. The system will be saving the annual cost of the rental rates on these containers. We also have lined up another school district and a non-profit organization to take away the furniture that is still usable but is not needed.
- Media room and Business Office separation wall and electric are complete.
- Sped Director Office walls and electric is complete.
- Rooms 3,4,5,8,10,11, and 15 wall paint should be complete by June 20.
- Copy Center wall should be complete by June 20.
- Lantern Light (copy center electric) will have copy center powered up by Jim Morello return from his vacation in July.
- We have hired a consultant for a small fee to assist with floor plans/desk configuration. Paul Musto needs this soon. This will allow him to determine what and how much cabling/materials he will need to get computers online.
- We have verified that all technology outlets and boxes will be adequate for the office space.
- A new telephone system is required. We are unable to move the one from the White House or expand the one in existence used by the Fiske School. When we completed the initial walk-thru of the Old Harrington building with the rep from Signet, he was unwilling to quote the job using the existing Cat cable and was going to quote their job on running all new cable throughout the building. In lieu of our minimal budget and short time frame on this move, I believe it is more efficient all around to consider Summatis' proposal for our new phone system.

Faculty and Staff Move Status:

- K-5 Curriculum Staff from Bowman: They are in the process of packing. As of now, they are about 50% packed. We have provided summer seasonal staff to assist them with packing and removing shelving.
- Faculty and Staff from High School: Out of District Coordinator and ELL Coordinator received crates.
- Faculty and Staff from Diamond: Elementary and Middle School Special Education Supervisors will have crates delivered June 25. Crates are being delivered for Student Services at Diamond and CO the week of July 9 for everyone to start packing. Final move is tentatively slated for the week of July 23.
- White House Staff: tentative date will be the end of July. Crates will be arriving in advance of our move date.

Quotes To-Date (some need your review for authorization):

- Summatis – (Cable installation and phone system) - This vendor is willing to use the existing Cat 3 and Cat 5 cable already in place throughout the building for a proposal price of \$4,920 and a new phone system quote of \$29,043.55.

- Sterling Movers - complete move of faculty and staff from High School, Bowman, Diamond,
 - Already completed phase one of the move of all furniture that needs to be distributed system-wide.
 - A spreadsheet of what furniture went to what school is available for future FF&E requests/concerns.
- Susan Tosi - coordinating Fiske furniture donation with Nancy Petersen, Fiske Principal.
- Rent-a-crate - packing crates for complete move
- Wakefield Movers - move/unload/haul away trailers behind LHS
- Waste Management - temporary rental of two dumpster stationed at old Harrington
- Waiting for quote from Ikon of moving of copiers
- Cleaners for the parts of the building being occupied by Central Administration

Pending Vendor Identification and Quote:

- Rigger for printing presses for Print Center move from the High School to Old Harrington
- Internal and External Signage
- Air Quality Monitoring for mold, radon, and or other allergens related to employee documented health concerns
- Waiting for pricing on all stairwells and rooms 3, 4, 5, and 8 by for removal of rug and tile
- Waiting for pricing for complete CO abatement by next week
- Rug and VCT vendor will be in tomorrow to price out above spaces

Attachment 1:

LEXINGTON PUBLIC SCHOOLS

1557 Massachusetts Avenue

Lexington, MA 02420

***ADMINISTRATIVE PROCEDURE FOR SPACE AND
ENERGY MANAGEMENT***

The objective of this policy is to optimize the use of natural resources in our schools and offices on a daily basis, and maintain a comfortable learning environment. Students and staff of the Lexington Public School Department and Community users of our facilities and grounds should be made aware of their responsibility regarding Energy Conservation. We must make efficient use of our natural resources. The following guidelines are designed to reduce inefficiencies in the use of electricity, oil, natural gas and water.

Successful implementation of this Resource Management Plan is a joint responsibility of administrators, teachers, students, support staff and the community. We are all stakeholders in this initiative and your cooperation is essential for positive results.

This plan utilizes a people-oriented approach to energy management and is based upon the following considerations:

- Every employee, student and community user is expected to contribute to the District's efforts to conserve energy and natural resources. As an "energy consumer" every person will be expected to be an "energy saver."
- All unnecessary lighting in unoccupied areas must be turned off. Teachers and custodians are asked to turn on lights only in the areas in which they are working. All lights will be turned off when teachers and students leave school. Custodians will turn on lights only in the immediate area in which they are working. Safety lighting will be held to the minimum level necessary for safe passage as stated in applicable building codes.
- Computers, copy machines and all other office equipment are expected to be used at their most efficient level.
- The custodians at each school or building will be responsible for complete and total shutdown of the facility when students are not present.
- A school closure of two or more days will be viewed as an "energy conservation opportunity." The custodian will be responsible for the complete and total shutdown of the school building when closed for weekends and during extended vacation periods, i.e. winter break, spring break and summer vacation.
- Heating and cooling levels are established as outlined below.

Guidelines for Lighting Equipment

1. Lights in classrooms should not be turned on unless definitely needed. Teachers are asked to make certain that lights are off when leaving the classroom – **even for a short period of time.**
2. Gymnasiums, multi-purpose rooms and cafeteria lights should not be left on unless they are being utilized, or are going to be used within 15 minutes. High intensity discharge lighting (HID) will have to be considered on a per school basis.
3. All outside lighting should be turned off during daylight hours (adjust time clocks and check dusk/dawn sensors).

4. Hallways and “commons” lighting should be turned off at the end of the instructional day.
5. Night custodians should turn lights on only in their work areas.

Guidelines for Heating and Ventilating (HVAC) Systems

A. General Guidelines

1. HVAC systems should always be operated in the most economical and efficient way possible and only for the amount of time required to provide the appropriate climate for a specific activity. Our heating season shall coincide with that which is required under M.G.L. Chapter 149 Section 113...the period from October 15 to May 15.
2. Building and equipment controls are to be operated by qualified custodians and maintenance staff only.

B. School Days

1. **On regular school days:** The HVAC systems shall be adjusted to provide an average classroom temperature between 65°F and 70°F from the time of scheduled occupancy by staff and students to the time of school dismissal (as per MA DOE 603 CMR 18.00). Areas such as gymnasiums, shops, hallways, kitchens and cafeterias will have a temperature of approximately 65°F. Elementary school instructional spaces shall be maintained between 68°F and 72°F. When gymnasiums, auditoriums and similar large spaces are not in use during the school day, their lighting, heat/cooling, and ventilation shall be set back to unoccupied levels.
2. **After class or activity hours:** All areas should be set back to a target night low limit setting of 55°F. Outside night low limit sensors should be set so as to provide an inside night low level temperature of not more than 55°F.
3. **All doors and windows should be closed during winter months.**
4. Window blinds/drapes are to be closed at the end of each day.
5. All books and materials must be cleared from classroom ventilators.

C. Guidelines for Air Conditioning Equipment

1. Occupied temperature settings shall **NOT** be set below 75 ° F.
2. During unoccupied times, the air conditioning equipment shall be **off**. The unoccupied period begins when the students leave the area at the end of the school day. It is anticipated that the temperature of the classroom will be maintained long enough to afford comfort for the period the teacher remains in the classroom after the students have left.
3. Air conditioning start times may be adjusted (depending on weather) to ensure classroom comfort when school begins.
4. Ensure outside air dampers are closed during unoccupied times.
5. Ceiling fans should be operated in all areas that have them.
6. Air conditioning should not be utilized in classrooms during the summer months unless the classrooms are being used for summer school or year-round school.

D. School Vacation Days (winter, spring, summer), Weekends and Holidays

1. On vacation days, weekends and holidays when school is not in session, the entire building shall be operated on the target night low limit setting of 55°F.
2. On workdays when school is not in session, the entire building shall be operated on the target night low limit setting of 55°F. Outside night low limit sensors should be set so as to provide an inside night low limit temperature of not more than 55°F. Where possible, variations for working staff can be made via override controls for specific zones and lengths of time; with the temperature not to exceed 65°F.

However, the temperature control must be returned to the 55°F setting at the conclusion of the work period.

3. If offices are occupied by regularly assigned staff, zoning shall be used in lieu of operating the central heating system. When possible, maximum thermostat settings for zoned areas shall be the same as school day operation.
4. Normal heat and ventilation may be provided for scheduled activities and athletic contests when the public is in attendance. However, as noted above, the temperature should not exceed 65°F. If possible, only the area of the activity should be heated and ventilated.
5. All other energy uses must be approved in advance by the Superintendent or the Director of Facilities.

Summary:

- Cooling Season Occupied Set Points: 74°F – 78°F
- Unoccupied Cooling Set Point: 90°F
- Heating Season Occupied Set Points: High School & Middle Schools: 65°F – 70°F
- Heating Season Occupied Set Points: Elementary: 68°F – 72°F
- Unoccupied Set Point: 55°F
- Unoccupied Set Point: 60°F (HEAT Pumps)

Guidelines for the Operation of Domestic Hot Water Heaters

A. School Days

1. Thermostats for hot water heaters will be set so water at all sinks will not exceed 110°F.
2. Thermostats for hot water heaters that service kitchens will be set at 180°F.
3. When available, time clocks will be set to provide for maximum efficiency.

B. Weekends and School Vacation Days

1. Hot water heaters will be set on vacation setback.

Guidelines for the Operation of Water Sources

As a standard practice, all custodians should complete a maintenance repair order for any leaking faucets or water lines. Automatic flushing devices should be inspected on a regular basis. Maintenance should address repair/replacement requests in a timely manner.

Irrigation systems should have “Rain Bird” water monitoring devices installed and inspected at least once a month to assure proper functioning. Timers should be checked to assure that watering cycles are set at optimal levels.