

ENERGY CONSERVATION MANAGEMENT

Code **ECF** Issued **11/14**

Purpose: To establish a program for energy conservation and management.

The Board of Trustees of Rock Hill Schools believes that a properly managed energy conservation program will achieve financial savings through the elimination of utility waste and the increase of school building efficiency, which will:

- Allow costs avoided to be re-directed toward improving student achievement.
- Sustain or improve the quality of the learning environment.

A strong commitment by the Board of Trustees, the district administration and all school faculty and staff is the foundation of an effective energy conservation management program. The program shall establish or promote, at a minimum:

- Ethical energy use. A staff development curriculum on energy management basic principles and district administrative procedures will be implemented to train all district employees (including new hires and substitutes), contractors and outside groups using district facilities. It will be the responsibility of each district employee to actively practice energy conservation and to follow guidelines and rules to manage energy consumption and reduce energy waste.
- Efficiency of energy systems. Operation and maintenance of electrical, mechanical, plumbing and technology systems and the building envelope shall be consistent with this policy and the goals of the energy conservation management program. The district shall operate an effective preventive maintenance program for all systems in support of this program.
- Equity of energy conservation in procurement. Contracts and billing for utilities services by commercial or governmental sources shall be routinely reviewed to ensure accuracy of charges and best terms for rates. Energy efficiency shall be a prime consideration in the acquisition of buildings, equipment and other goods and services by the district. An accurate energy management accounting system will measure and verify energy use and cost, according to recognized industry protocol. A monthly report from this system will be submitted to each principal or site director showing energy costs avoided and the performance of each school campus compared to an established baseline.

The Energy Manager will be in overall charge and facilitate implementation of the energy conservation management program for Rock Hill Schools and will direct, monitor, evaluate and report the energy conservation efforts of the district to the Board of Trustees through the Superintendent.

Each principal will be accountable for energy conservation management on his/her campus, ensuring an efficient operating condition is maintained daily. Energy management in the school will be part of the principal's annual evaluation.

The Superintendent will establish detailed administrative procedures for district and school/site roles and responsibilities, and for guidelines to be followed in each major area of energy management.

Adopted 11/24/14

Rock Hill School District Three of York County