

St. Johns County School District

Energy Conservation and Building Management Guidelines

Responsibilities

- **All staff and students** are expected to be energy-conscious and take steps to reduce unnecessary consumption.
- **Teachers** ensure compliance in classrooms during school hours.
- **Custodians** manage energy use in common areas (halls, cafeterias, gyms).
- **School-Based Maintenance Managers** verify nighttime shutdown procedures.
- **Principals** are accountable for their building's overall energy performance.
- **Energy Management Team:**
 - Conducts regular audits and reports results.
 - Oversees EMS programming, including temperature setpoints and schedules.
 - Provides training and performance feedback to schools.
- **Maintenance Department:**
 - Maintains safe, healthy, and effective learning environments.
 - Implements a preventive maintenance and monitoring program for HVAC, building envelope, lighting, water systems, and moisture management.

General Guidelines

- Keep all windows and doors that lead to outside or into unconditioned space closed when HVAC is operating.
- Conditioned and non-conditioned spaces must remain separated (hallways, gyms, etc.).
- Use trends and/or data loggers to monitor temperature, humidity, and light levels for compliance.
- Shut off all exhaust fans during unoccupied hours.
- Office machines/equipment that do not have sleep mode function (i.e. laminators, personal fans) must be turned off at night.
- All Smartboards, document cameras, other monitors/displays, local printers, and speakers must be in sleep mode or powered down nightly.
- Enable PC "energy saver" modes where possible. At minimum, set monitors to sleep after 10 minutes.

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Heating

1. **Occupied setpoint:** 70°F (locally adjusted 68–72 °F not above 72 °F).
 2. **Unoccupied setpoint:** 55 °F (Relocatable classroom: 60–65 °F to prevent moisture issues)
 3. During mild weather, disable heating systems when no freeze risk is present.
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Cooling & Dehumidification

1. **Occupied setpoint:** 74°F (locally adjusted 72–76 °F not below 72 °F).
 2. **Unoccupied setpoint:** 85 °F (Relocatable classroom: 78-82 °F to prevent moisture issues)
 3. Allowances will be made when HVAC equipment is not functioning properly.
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General HVAC Notes

1. Air Conditioning start times are automatically adjusted (depending on weather).
 - a. Occupied setpoints to be scheduled not earlier than 1 hour before school start time.
 - b. Unoccupied setpoints to be scheduled no later than 1 hour after school end time.
2. All approved extracurricular activities to be scheduled only for the area used and for the duration of the event.
3. Cleaning crews to use local override function for heating and cooling needs. Systems where override function is unavailable should be scheduled in sections where cleaning is done.
4. Outside air dampers remain closed during unoccupied hours.
5. Maintain a minimum of 4 °F dead-band between heating and cooling setpoints.
6. Dry food storage areas should be inspected regularly. While there is no Florida code requirement, manufacturers and USDA guidelines recommend ≤ 70 °F and $\leq 60\%$ RH. Warmer air temps (72–75 °F) may help lower humidity if moisture control is the priority.
7. Heating Fuel tanks must be physically measured regularly, and before/after delivery.
8. Notify Energy Management Team of areas where relative humidity exceeds 60% for more than 24 hours.

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Lighting

1. Turn off lights when areas are unoccupied. Teachers must switch off classroom lights when leaving.
 2. Maximize daylight use when available.
 3. Exterior lighting must be off during daylight hours.
 4. Gym lights to be on only when space is in use.
 5. Custodians turn on lights only in work zones during cleaning.
 6. Avoid unnecessary lighting — lights add heat and increase cooling load.
 7. Parking lot lighting must be rigorously managed and turned off after school gates are closed.
 8. Security lighting (building wall packs, etc.) should be on through the night if necessary.
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Water

1. Report and repair all leaks immediately (roof, plumbing, irrigation).
2. Irrigation may only occur between 4:00 a.m. – 10:00 a.m.; avoid watering during peak heat (10:00 a.m. – 8:00 p.m.).
3. Ensure irrigation does not spray directly on buildings.
4. Install and monitor sub-meters on irrigation and cooling towers to eliminate unnecessary sewer charges.
5. Domestic hot water shall not exceed 120 °F for general use (140 °F for cafeteria).