

ENERGY CONTROL

Due to the higher cost of natural gas and electricity, attention must be given to the heating and electrical system operating guidelines listed below.

1. Check the Energy Management System to make sure the building is going into night set back. Night set back starts one hour after school has been let out. Day operation starts one hour before school starts. Air handler for the offices shuts down when the office closes for the day and on weekends.
2. If any area needs heat or ventilation when in night set back, the air handler can be run using the timed override for that area.
3. On nights of parent/teacher conferences, run the air handlers on timed override if needed.
4. Gyms/fieldhouse - run air handler during the school day or when activities are taking place, such as games or other public events
5. Auditoriums - run air handler during the school day or when activities are taking place, such as plays or other public events.
6. On nights and weekends, make sure the boiler goes into the night set back mode. Check the outside and inside sensor for proper settings and operation. The night set back temperature should be 5 degrees less than day temperature settings..
7. Make sure all exhaust fans are off at night and on weekends. Run the exhaust fans when the public is in the building, such as parent/teacher conference or other public events.
8. Shut off all unnecessary lighting in areas of the building that are not in use during the day. When the building is unoccupied, shut off all lights that are not needed for cleaning.
9. Check your time clocks that control outside lighting for the correct time and make sure that lights are off during the day.

TECHNOLOGY

- ◆ Shut down your desktop/laptop computer at the end of each day.
- ◆ Make sure your computer is password protected when you are away from it.
- ◆ Turn off your TV/Monitor (using remote) when not in use.
- ◆ Students should always be supervised when using the internet.
- ◆ Important files should be backed up to the file server on a regular basis.
- ◆ Don't unplug or try to move phones.
- ◆ Don't bring in your own phone or base cord.
- ◆ Don't program your phone to ring in the classroom during student contact hours.
- ◆ Don't share your passwords (except when appropriate with support personnel).

FOR QUESTIONS REGARDING:

- INDOOR AIR QUALITY, Contact the District's Indoor Air Quality Coordinator at 763.506.1225
- FIRE MARSHAL REGULATIONS, Contact the District's Health & Safety Supervisor at 763.506.1220
- TEMPERATURE, ELECTRICAL, AND VENTILATION GUIDELINES, Contact the District's Maintenance Supervisor at 763.506.1224
- ENERGY CONTROL, Contact the District's Maintenance Supervisor at 763.506.1224
- TECHNOLOGY, Contact the District's Technology Director at 763.506.1020 or visit the district's web site for a detailed list of contacts at www.anoka.k12.mn.us



GUIDELINES FOR ADMINISTRATIVE AND CLASSROOM OPERATION

- ◆ Indoor Air Quality
- ◆ Fire Marshal Regulations
- ◆ Security
- ◆ Temperature, Electrical, and Ventilation Guidelines
- ◆ Energy Control
- ◆ Technology



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INDOOR AIR QUALITY

- No dogs, cats, rodents, rabbits, reptiles, birds, exotic animals, or other pets are allowed (animal provided by the District-approved science curriculum will be allowed if the IAQ policy is followed).
- Minimize food storage in classrooms and offices. If food is going to be stored in these areas, it must be stored in a rigid, airtight container.
- Limit food consumption in classrooms and offices. If food consumption is to occur, then the following steps are to be followed: 1) Spills cleaned up and/or reported to custodial staff immediately; 2) food waste disposed of in a lined garbage container; 3) waste removed by custodial staff within a 12 hour period.
- Limit plants in classrooms and offices. No plants should be placed on or above a unit ventilator.
- Household cleaning products or pesticides must not be brought in by staff.
- Air freshener products, such as "plug-ins" and electronic air fresheners, must not be used in the schools.
- The top and front of unit ventilators should be clear and free from obstructions in order to allow for proper air distribution.
- Louvers/grills leading out to hallways should be kept free of obstructions to allow for proper ventilation.
- Unit ventilators or other ventilation systems should be operational at all times while the building is occupied.
- No latex balloons should be used within the building.
- Be aware of your classroom environment; keep in mind those with allergies or chemical sensitivity.

FIRE MARSHAL REGULATIONS

- ❖ Personal appliances are not allowed in classrooms or offices. This includes coffeepots, toasters, lamps, refrigerators, heaters, hot plates, microwaves, etc. Properly rated appliances must be ordered through the Purchasing Department for use in *appropriate areas* (i.e. family and consumer sciences, special education, staff lounges, nurses' offices, and labs). Additional use of appliances may be available by applying for a variance request from the District Health & Safety Committee.
- ❖ Extension cords are not allowed, except for temporary use on portable equipment such as overhead projectors, vacuums, etc. (Exception: UL listed power strips equipped with circuit breakers are acceptable for office equipment, but only if they are plugged directly into an outlet).
- ❖ Storage must be kept at least 18" below sprinkler heads for adequate coverage.
- ❖ Exit doors and corridors are to be kept clear at all times.
- ❖ Fire rated doors (equipped with closers) are not to be blocked open at any time, except with an approved device that will automatically release upon activation of the fire alarm system.
- ❖ Flammable and combustible liquids should be stored in an approved cabinet when not in use.
- ❖ Child-prepared artwork and teaching materials shall not exceed 20 percent of the wall area in a corridor. The artwork shall not be displayed from the ceiling in the corridor.
- ❖ All furniture must be ordered through the Purchasing Dept. or approved by the District. Couches, overstuffed chairs, household furnishings, etc., will not be permitted in classrooms due to the increased fire hazard and potential for air quality problems.
- ❖ Beanbag chairs will only be allowed in limited numbers and must be ordered through the Purchasing Department to ensure they meet the proper fire ratings.
- ❖ Staff should minimize clutter in their rooms, offices, and storage areas. Excessive clutter can be a potential fire hazard, and it also creates obstacles that prevent proper cleaning by the custodial staff.

SECURITY

- ✓ Windows and doors are secured after hours.
- ✓ Close blinds and shades at the end of each day.
- ✓ Arm security systems when appropriate.

TEMPERATURE, ELECTRICAL, AND VENTILATION GUIDELINES

- A. Air Temperatures (heating)
 - Occupied Maximum/Unoccupied Maximum.
 - Secondary/AVTI classroom – 68/63 degrees
 - Preschool & K-6 classroom – 70/65 degrees
 - Gymnasiums & lunchrooms – 65/60 degrees
 - Corridors & lavatories – 60/55 degrees
 - All Offices – 70/65 degrees
 - Lounges – 68/63 degrees
- B. Night set back temperatures should be 5 degrees less than day temperatures settings.
- C. Air Temperatures (cooling):
 - Minimum occupancies temperature – 76 degrees.
- D. Pool Temperatures:
 - Air temperature should be one (1) degree warmer than water set point.
 - Water temperature should be 83 degrees.
- E. Air Handlers: Air handling systems will be run not more than one (1) hour before school starts and one (1) hour after school is dismissed. Air handling units will run for public events as needed.
- F. Electrical Reductions:
 - The following are areas where lighting may be reduced:
 - Gymnasiums – occupied & unoccupied
 - Corridors, Auditorium.
 - Electronic equipment should be turned off or down when not in use, i.e. computers.

