

**CLARK COUNTY SCHOOL DISTRICT
INTER-OFFICE MEMORANDUM
Facilities Division**

Date: April 26, 2013

To: Principals and Assistant Principals

From: Paul Gerner, PE, CEM, Associate Superintendent, Facilities Division
H. Richard Cuppett, PE, CEM, Energy Manager, Energy Conservation Section

Subject: 2013 SUMMER ENERGY SAVINGS PROGRAM

Please note there are many changes from last year so please review carefully.

Thank you for your terrific support of our Summer Energy Savings Program last year. Your efforts helped us achieve a yearly savings in electrical cost avoidance of \$10,293,833. We look forward to this summer's results when many of our schools will again be shut down. We also appreciate your efforts in consolidating and minimizing the footprint of our summer operations through coordination with the various entities that use our schools each summer.

With schools remaining on a nine month schedule for this summer, our greatest opportunity for savings is during the summer months. The success of the program hinges on how many schools and sections we can shut down. We will save an estimated \$5,000,000 in electricity costs alone by shutting down schools between 1:00 p.m. and 7:00 p.m. from June 10, 2013 - August 11, 2013.

Please turn off EVERYTHING electrical that is not being used. Be especially vigilant between the hours of 1:00 p.m. and 7:00 p.m., when the electric costs are at their highest due to peak demand rates in effect. Begin this program as soon as possible and continue it through September 30, 2013, when NV Energy discontinues the high peak demand rates. Air conditioning, lighting, computers, and miscellaneous plug loads are the biggest consumers of electricity, so give special attention to turning them off where and when they are not in use.

Also, please **unplug** any unused electrical equipment to eliminate 'ghost' or 'phantom' power use; this is power used by electric/electronic equipment even when turned off. This is best recognized by the green or other colored lights seen best in dark rooms or equipment that provides time/date information when the equipment is off or is in power save mode. While seemingly insignificant, if we can unplug this equipment throughout the summer we could save enough money to power an elementary school for an entire year. Further information on what equipment to unplug is found below in the FAQs.

Directive - Small under-counter refrigerators cost the District an estimated \$70 each per year to operate. Many teachers, responding to a previous budget survey, suggested they be prohibited. We concur and are directing that they be removed. Our Energy Inspectors will provide specific write-ups on any under-counter refrigerators that remain in the schools and support facilities. The site administrator will be asked to explain the exceptional circumstance which warrants their continued use. For anyone who wishes to keep them, a yearly fee of \$50 each will be accepted and applied to the District's energy budget. Please see the FAQs below for directions on how to process the fee and report those needed for medical reasons. For the summer, any that remain in the schools should be emptied, cleaned out, left open, and unplugged.

Adhering to this summer shut down schedule may cause some inconvenience, however CCSD will see at least \$5,000,000 in savings that would otherwise go to the utility companies.

NEVADA POWER ELECTRICITY RATES ARE HIGHEST
June 1 through September 30

CLARK COUNTY SCHOOL DISTRICT
SUMMER SHUTDOWN 2013

JUNE

M M M M
1-2-3-4-5-6-7-8-9-10-11-12-13-14-15-16-17-18-19-20-21-22-23-24-25-26-27-28-29-30

JULY

M M M M M
1-2-3-4-5-6-7-8-9-10-11-12-13-14-15-16-17-18-19-20-21-22-23-24-25-26-27-28-29-30-31

AUGUST

M M M M
1-2-3-4-5-6-7-8-9-10-11-12-13-14-15-16-17-18-19-20-21-22-23-24-25-26-27-28-29-30-31

SEPTEMBER

M M M M
1-2-3-4-5-6-7-8-9-10-11-12-13-14-15-16-17-18-19-20-21-22-23-24-25-26-27-28-29-30

A/C AVAILABLE when requested DURING SUMMER PEAK (1:00 P.M. TO 7:00 P.M.)

HIGH DEMAND PERIOD – NO A/C FROM 1 to 7 P.M. (Schools Shutdown)

SCHOOL IN SESSION

M = Mondays

ENERGY MANAGEMENT SYSTEMS (EMS) SUMMER SHUTDOWN 2013

Summer Custodial Cleaning:

1. June 10 through August 9 – HVAC units will run in areas where custodians are cleaning from 4:30 a.m. to 12:55 p.m., Monday through Friday.
2. August 12 – Return to regular school hours.

NOTE: ALL SUMMER SHUTDOWN FORMS AND WORK ORDERS MUST BE SUBMITTED AS SOON AS POSSIBLE. Elementary Schools are allowed 2 HVAC units, or 1 building per week (depending on school design) for custodial cleaning. Middle and High Schools are allowed 3 HVAC units, or 2 buildings per week (depending on school design) for custodial cleaning. If you have any questions, please call EMS at 799-5204 ext 5156.

Forms will be available on the Energy Conservation website (energy.ccsd.net) and Interact (District Link-Maintenance / Facilities -2013 Summer Building Use) by March 1st. Forms can be faxed to the Energy Conservation Department (799-6137) A SuiteReq/MAXIMO work order needs to be submitted for each site as well. A representative from Energy Conservation and/or Maintenance can meet with Custodial Supervisors to go over the forms and MAXIMO requests if needed. If you have any questions regarding SuiteReq, please contact Kim Healey, Work Management Help Desk Specialist at 799-1600. Please keep in mind HVAC units will be scheduled from 4:30 a.m. to 12:55 p.m. in the areas where custodians are cleaning.

Summer Office Run Times:

1. June 10 - June 30 – Office HVAC units will run 4:30 a.m. to 12:55 p.m., M-F
2. July 1 - July 31 – Office HVAC units will be off unless requested. If requested, the units will run between 4:30 a.m. to 12:55 p.m.
3. August 1 - 9 – Office HVAC units will run 4:30 a.m. to 12:55 p.m., M-F
4. August 12 – Return to regular school hours.

NOTE: If office staff is housed in areas other than the regular office spaces, submit an HVAC request via SuiteReq for those areas that are needed.

During July, all office HVAC systems should be off. The remaining HVAC systems should be shut down by 12:55p.m. It is imperative that all heating, ventilating, and air conditioning (HVAC) equipment is shut down by 1:00 p.m. when peak demand rates go into effect.

The custodians are the eyes and ears for the facilities. It is important for them to let the Energy Management Systems (EMS) staff know if the HVAC equipment is not shutting down. Custodians should walk their facilities after 12:00 p.m. each day to ensure all HVAC equipment is shutting off as intended from June 11 through August 10. If there are any problems, a work order should be submitted via SuiteReq by the custodian, school administration, or contact your FSR/FSRR. This will set the stage for huge summer energy savings.

HVAC FOR CLASSROOM/OFFICE SETUP is scheduled to be on for normal operating hours for the entire school for the two week period of August 12 through August 23, Monday through Friday only. Please utilize this time for classroom setup. Requests for air conditioning for additional periods will be scheduled only for emergency situations and only with the approval of the Deputy Superintendent, Instruction Unit.

PARKS AND RECREATION, ESY, SUMMER SCHOOL, PDE etc., It will be the site administrator's responsibility to ensure all activities are properly scheduled via SuiteReq. When submitting requests, please list the type of activity (ie. Title 1, ESY, PDE, Parks and Recreation, Gear Up). Please do not use the generic term "Summer School" for your events. This definition is reserved for the high school summer school programs only.

OTHER MISCELLANEOUS ACTIVITIES – such as region meetings, retirement meetings, student council meetings, any sports practices/camps, cheerleading, band, dance, choir, etc., need to limit the activities to the morning hours and close down by 12:30 p.m. as the air conditioning will be shut off after this time; or schedule the activities on or after August 12. Requests for these activities should be submitted through SuiteReq.

FREQUENTLY ASKED QUESTIONS (FAQ):

1. What if an organization such as a Parks and Recreation Department or After School All-Stars (formerly Inner-City Games) – or even CCSD has scheduled a program to occur during the summer?

We are obligated to honor our commitments to organizations that have scheduled our schools through the Open Doors/Open Schools Policy. All outside agencies must have an approved Facility Use Permit. In preparation for this summer, we have pre-planned the use of our schools with these agencies, and have restricted them to specified schools and areas of schools. The following applies to these groups:

- a. Events that are scheduled to begin and end before or after the time period of 12:30 p.m. and 7:00 p.m. should not be affected.
- b. If programs are scheduled between 12:30 p.m. and 7:00 p.m., they should be consolidated into one area that is zoned, so we can run the air conditioning for only that portion of the school. Many recreational activities can be confined to the multipurpose room, gym, and/or locker rooms. Consider using portable classrooms for small groups that are doing limited activities, but do not restrict groups doing large movement activities to portable classrooms. They should be allowed access to the multipurpose room or gym.
- c. Determine if some programs can be held by running the air conditioning system fans (air handlers) only, and not the chiller. This may be possible in gyms or multipurpose rooms.
- d. See if the program can be held in a wing or building that would be in operation anyway.
- e. Activities taking place outside can have access to restrooms, with enough local lighting for safety, but without air conditioning.
- f. Regardless of the circumstances, we do not want to require an organization to cancel scheduled programs, nor do we want to require them to hold programs without air conditioning.
- g. No additional events should be scheduled between the hours of 1:00 p.m. and 7:00 p.m. The only exception is if a group would be willing to pay the full cost of the peak demand charge and electricity used. In that event, have them contact Cindy Walters in the Budget Department at 799-5452, ext. 5232 to obtain the cost.

2. What about churches?

There will be no air conditioning or lighting after 12:30 p.m., so early morning services are encouraged.

3. What about custodians?

Normal custodial working hours are rescheduled to facilitate an aggressive energy savings program throughout the District during the summer months. Custodial activities will be scheduled between 4:30 a.m. and 12:55 p.m. Under extraordinary circumstances, site managers may deviate from this schedule, but please be advised that any work scheduled to occur after 12:55pm will occur without air conditioning. Our intention is that the schools be dark and empty after these hours.

4. Other than air conditioning and lighting, what else should be turned off?

Anything you are not using that consumes electricity such as fans, computers to include monitors, printers, fax machines, vending machines, water coolers, electric water heaters and re-circulating pumps, signs, trophy cases; in short anything that uses electricity (with exceptions outlined below) needs to be turned off, and unplugged. Parking lot lights should be off except when there are scheduled evening events. Contents of freezers and refrigerators should be removed and they should be cleaned and unplugged during the entire month of July (See FAQ 8). We do not provide summer cooling for plants and animals.

5. What about Ghost or Phantom Power using equipment?

All the following equipment may use a very small amount of power even when turned off. If you see any of those little 'green' lights or time of day indicators they use power even when turned off, do not simply turn off, but please **unplug the equipment**. This can include copy machines, fax machines, printers, laminators, scanners, paper shredders, projectors, other AV equipment, smartboards, computers/monitors if not required to be on, TVs, DVD/VCRs, vending machines, radios, bottle water coolers, microwaves, air purifiers, nightlights/air fresheners, coffee pots, battery chargers for phones or other equipment, digital picture frames, display cases, toaster/ovens, and any other electric/electronic equipment. Please unplug any of this equipment in any unused classrooms or spaces that will not be used on a continuing basis during the summer.

6. What should be left turned ON?

Security lighting, security camera systems, clocks and alarms will stay on, but monitors should be turned off. Security lighting includes the perimeter lighting around the edge of the building. The small air conditioning system providing head-end room cooling must remain on. Inactive IDF's can be shut down and do not require cooling. Please shut down the IDF's that are not in use.

On the other hand, if an IDF is in use, it does require cooling. If you have a program that requires an IDF, please leave it on as long as the program is in operation. Also let EMS know where the IDF is located so cooling can be provided to that area. Fortunately, most IDFs are located in close proximity to the programs being served, so when we provide air conditioning for the program, the IDF also receives cooling. Our EMS staff will also need to keep the air conditioning to a setback position on nights and weekends so the heat buildup is not excessive for the IDF. Please be sure that an IDF is not running before shutting it down. Some may be supporting office systems or the security camera system.

Please let EMS know when the program is over. EMS can turn off the air and you can turn off the IDF. The head-end room must always stay on and must always receive cooling.

7. What about the tournament games taking place at the high schools?

This falls under item #1 above. If an event was already scheduled, we must honor the commitment and provide air conditioning. However, schools should limit the activity to the areas they need to operate, such as gym and locker rooms, and cool only those areas. This will still save a great deal of energy, since the balance of the school can be shut down.

8. Some science rooms store volatile chemicals that need to be kept refrigerated. What should we do with them?

Please keep these refrigerators plugged in and operational.

9. Who will turn the air conditioning systems off?

Energy Management Systems (EMS) will shut down cooling systems each day except in approximately 20 schools where they have no control. These manual systems will require manual shutdown by staff at the school. Many new building additions with individual rooftop package units will require manual shutdown, as they are not yet wired to EMS. If your school has a manual system, PLEASE ensure it is properly shut down.

10. Is this putting Energy Conservation ahead of our educational needs?

No. The intent is to keep dollars in the classroom. The less money we have to spend on energy, the more we will have available to spend on our educational programs.

11. Who can we call if we have an approved scheduled event and the air conditioning does not come on?

Call your FSR at 799-5204, 7:00 a.m.- 5:00 p.m., Monday-Friday; EMS at 799-5204, ext 5156, 5:00 p.m.-10:00 p.m., Monday-Friday; and Maintenance emergency number at 376-0866 (John Hildebrand) for all other times. The problem could be an equipment failure, or that the system was not properly set up to automatically turn the system on. A list of scheduled events will be posted on the Energy Management Section website at <http://energy.ccsd.net> and can be used to verify that your specific event has been scheduled for AC.

12. My situation is complicated and I need to talk to someone. Who can I call?

Please call Kent Stoker (799-5204 ext. 5156) or Dick Cuppett (799-2891) for assistance.

13. What about vending machines?

The cost for electricity to run the approximately 4,000 vending machines in our schools is over \$1.4 million each year. We are asking all schools to require suppliers of vending machines to turn off all but one for staff use, but during the period of July 1 to July 31, this one should also be turned off. **All vending machines must have all lighting removed to save energy and they must be equipped with vending misers.**

14. What about keeping live animals and insects in schools?

Do not keep live animals or insects anywhere in schools during the summer shutdown period. Make arrangements to take them home or otherwise provide for their safe keeping.

15. Where can we store orchestra instruments to protect them from the heat?

Please store them in a secured room or portable classroom where the thermostat can be turned to 80 degrees, or in areas that already have summer activities. Computer labs have been used successfully to store instruments. Another option is to sign out the instruments to be taken home over the summer.

16. My site is undergoing rehab this summer. Who can I contact to get information on construction schedules, etc?

Contact your FSR/FSRR at 799-5204. A construction schedule will also be posted on the Energy Management Section website (<http://energy.ccsd.net>) and will be updated as changes are made.

17. What do I do or who should I contact with any facility issue while school staff is not available?

If you experience any Facility issues while school staff is unavailable, please contact your assigned Facility Service Representative for assistance. You can find a directory of the FSR assignments as well as their cell phone numbers at the CCSD Maintenance website: (http://www.maintenance.ccsd.net/PDF/FSR%20Matrix/facility_matrix_20110124.pdf), or call our main office at 799-5204 for assistance. If any further assistance is needed you can call Kim Healey at 799-1600 via the Work Management (MAXIMO) Help Desk.

18. How do I pay the \$50 fee for maintaining under-counter refrigerators or report those needed for medical reasons?

A CCF-375, Transmittal of Money Form, is available on the CCSD website for employees who are willing to pay for their personal refrigerator. They need to fill out the information in the header with the date, school name, location, **room #**, their name, and phone number. See sample below.

9998-500375

Clark County School District

CCF-375
Rev. 01/08

**** Fields in Red Boxes
are required**

TRANSMITTAL OF MONIES FOR DEPOSIT

DATE	<input type="text"/>	COST CENTER GROUP #	<input type="text" value="OPFM-B021"/>
SCHOOL/DEPT	<input type="text" value="Please have them include school name and Loc# here."/>	PHONE #	<input type="text"/>
CONTACT NAME	<input type="text"/>	EXT.#	<input type="text"/>

After completing the header complete the first blank line of the CCF-375 with the following coding information:

	FY	FUND	COST CENTER	GL ACCOUNT	FUNCTIONAL AREA	AMOUNT
Electricity	14	1000000000	1010002021	5622000000	F10002610	\$50.00

For Total Receipts put in \$50.00

After completing the form, employees attach a check or money order in the amount of \$50 made out to CCSD. Send the form and check or money order to Dick Cuppett, Energy Manager, Facilities Services Center, Henderson for identification and tabulation. The check or money order with the CCF-375 will then be forwarded to the Accounting Department and will be applied as a credit to energy expenditures.

For under-counter refrigerators needed for medical reasons, please send tracking information to Paul A. Dobiesz, Energy Inspector/Analyst at padobiesz@interact.ccsd.net. Provide the school name, room number, and teacher or staff member name and telephone contact so we can show the refrigerator correctly in the list provided to all Energy Inspectors.