



TOWN OF LEXINGTON

Department of Public Facilities

201 Bedford Street
Lexington, MA 02420

FACILITY OPERATION GUIDELINES FOR ENERGY MANAGEMENT

The objective of this guideline is to conserve the use of natural resources in Lexington Public Facilities on a daily basis, while providing a comfortable environment for the building occupants. All users of Lexington Public Facilities, including staff, community, and student users, should be made aware of their responsibility regarding Energy Conservation. 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 Town'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. All lights will be turned off when scheduled activities are concluded. Evening 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, and shut down at the end of the workday.
- The building manager for each building will insure that a responsible person, typically the building custodian, shuts down the facility when scheduled activities cease for the day, weekends, and Holidays.
- Heating and cooling levels are established as outlined below.

Guidelines for Interior/Exterior Lighting

1. Lights should not be turned on unless definitely needed. Lights should be turned off when leaving an office or room – **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.
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 scheduled day.
5. Night custodians should turn lights on only in their work areas.
6. Exterior lighting should be minimized when not required for safe access to the building.

Guidelines for Heating and Ventilating (HVAC) Systems

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.

2. Building and equipment controls are to be operated by qualified custodians and maintenance staff only.
3. Building managers and maintenance and custodial staff will insure HVAC set points are set to the following guidelines:

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Cooling Season Occupied Set Points: 74 F, operating range 74^o – 76^o F
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Unoccupied Cooling Set Point: 90 F

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Heating Season Occupied Set Points: 70 F, operating range 68^o F – 70^o F
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Unoccupied Set Point: 55 F, (60 F HEAT Pumps)

NOTE: Seasonal transition periods may affect availability of heating or cooling equipment. Operating range indicates typical 2-degree dead band (temperature rise or fall between on/off conditions).

4. Building managers may request alternate temperature set points by contacting the Town Manager or Superintendent of Schools in writing. The Director of Public Facilities may approve temporary changes.
5. Rented spaces will be set to occupied set points.
6. Buildings that have spaces with 24-hour occupancy will utilize zone controls to insure efficient operation.
7. Large spaces not in use during the day shall have their lighting, heat/cooling, and ventilation set back to unoccupied levels.
8. All doors and windows should be closed during normal HVAC operation.
9. When feasible, window blinds/drapes are to be positioned to maximize building efficiency.
10. In classrooms, all books and materials must be cleared from unit ventilators.
11. On Holidays and school vacation periods, when buildings are not in use, the entire building shall be operated on the unoccupied set point. Variations for working staff can be made via override controls for specific zones and lengths of time.

Guidelines for the Operation of Domestic Hot Water Heaters

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.

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.