



School board update 10/11/22

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To: Andrea Fuller <afuller@capeelizabethschools.org>, Jennifer Lakari <jlakari@capeelizabethschools.org>

Administrator School Board Update 10/11/22

Staff update:

- We hired two new maintenance people, Jon and Kevin. The addition makes us fully staffed for the first time in years....Jon Talbot joins us from Public Works and brings a history of being dependable as well as being a hard worker. Jon was a pipefitter at BIW.... Kevin most recently worked at Redbank Village and has a well rounded background in all areas of construction...I am thrilled to have them.

Facility update:

- Continuing to fine tune our heating setpoints and guidelines, which I hope to roll out to teachers soon...In an effort to minimize the increase in fuel costs, a well communicated plan to teachers, staff and students could make a huge difference...See attached plan
- The new phone and security systems continue to run into delays. The security system is probably 90% complete and has been a huge improvement from what we had. There are still some wrinkles that need to be ironed out and learning that needs to be done by key staff members...The phone system now has a completion date of the end of winter break.
- The HS gym floor is flattening out after we made some relief cuts on the perimeter (under the bleachers) - Seasonal humidity dropping has helped as well.

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 **CESD HVAC POLICY 3.0.docx**
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Cape Elizabeth Schools Heating and Cooling (Temperature Set Point) Policy

Statement of Purpose

To reduce costs as well as our carbon footprint Cape Elizabeth School District (CESD) will be adhering to a more stringent way of operating its buildings' HVAC systems

- Heating and Cooling Guidelines include but are not limited to defining set heating and cooling temperatures to apply to all buildings operated by CESD. These vary by season, daily periods of occupancy, building characteristics and mechanical system limitations
- Last year, the CESD spent just over \$XXX in electricity charges as well as spent \$XXX in oil
- CESD is incurring a significant rate increase for both electricity and oil for the 2022-2023 school year

Defining the Heating and Cooling Seasons

For the purpose of this policy, seasonal intervals must be defined for heating and cooling. Summer months that require cooling are typically those that fall between June and September. The months that require heating are usually between October and May. During transitional or “shoulder” periods, there will be days when air-conditioning or heating is not provided to buildings even if the outside air temperature may require it. This is because it is not feasible with manpower or HVAC systems to alternate between cooling and heating on a daily basis. However, during these “shoulder periods”, the outside air temperature is usually mild and space temperatures are expected to be within an acceptable range. We identify these seasonal switchovers when temperatures are consistently greater than 75° F or less than 55° F for multiple consecutive days and based on weather forecasts.

Defining Occupied and Unoccupied Hours

For the purpose of this policy, occupied hours are defined as Monday-Friday 8AM to 3:30PM. The occupied hours are extended to accommodate extended building schedules and activities. All other hours are considered unoccupied.

Temperature Set Points

- **Occupied Comfort (classrooms/offices) Heating Setpoint – 68 F {74 F economizer (outside air) cooling}**
- **Unoccupied Comfort (classrooms/offices) Heating Setpoint – 65 F**
- **Lunchrooms Heating Setpoint – 65 F (HS cooled at 76 F)**
- **PC Gym – Same as classroom**
- **MS/HS Gym – 65 F (HS cooled at 72 F)**
- **Hallways Heating Setpoint – 65 F**

** The target temperatures are within the range that is acceptable to 80 percent of the building occupants per ANSI/ASHRAE Standard 55, Thermal Environmental Conditions for Human Occupancy. This is also the recommended range of temperature control as provided by OSHA and the U.S. Department of Labor. However, due to the inability to control temperatures at every individual room level, occupants may experience a range of temperatures in their spaces that are a few degrees on either side of the Set-Point.*

Space Temperature Set points during Unoccupied Hours

During off-hours and weekends, the temperatures will be adjusted to be as low as 65° F during winter and as high as 82° F during summer. The central fan systems may be shut off or cycled on and off to maintain these adjusted setback temperatures and conserve energy. Each building will be unique as to the time required to bring a building back to the occupied hours' set point. Cooperation is required of building occupants to accurately predict and adjust this time in order to maintain comfort levels. This is achieved based on active input to Facilities.

Use of Space Heaters, Portable A/C Units and Fans

As a policy, space heaters and portable A/C units are prohibited due to fire code, safety considerations, and energy conservation mandates. Many of our buildings also have limited power available and cannot support safe use of these devices. Facilities Management will provide (where deemed necessary) approved space heaters only in those limited instances where the building systems cannot provide temperatures within acceptable variation of the ranges stated above. All other space heaters/portable A/C units in any other spaces are subject to removal by the Fire Marshall, Environmental Health & Safety or Facilities Management. Energy efficient table or pedestal fans are permitted and considered acceptable solutions to increase your sense of comfort by improving air movement.

Building Occupants Actions and Guidance

Building occupants can help contribute to this policy and make it a successful school-wide conservation effort. Building occupants are encouraged to wear seasonally appropriate or layered clothing to prevent discomfort when outside temperatures are cooler. Please keep thermostats and unit ventilators clear of obstructions and move away any heat generating equipment (lamps, computers, coffee makers, etc.) for proper temperature sensing. In addition, please do not open doors or windows when a space is being heated or air conditioned as this only compounds the energy wasted.

Questions or Concerns

Questions about the temperature set point policy can be addressed to Facilities Department t at JLombardi@capeelizabethschools.org or 207.799.9574. To report issues with heating or cooling, please submit a work order (Schooldude Link)

Cape Elizabeth School HVAC Policy 2022-2023

Approved by: _____

Date:08/31/22

Dr. Chris Record, Superintendent



FAQ for Staff

When should I expect rooms to reach temperature set-points? Scheduled operating hours for the heating/cooling system are based on student bus arrival and departure times. Events or meetings outside of contract hours need to check in with the Facilities office, where heating/cooling may be requested. Classrooms should reach set-point one half hour before school buses arrive at the building.

What can I do to make the temperature in my space more comfortable? Each room is a little different, but in general, there are things we can do to regulate room temperatures. First, the locate where a desk or chair is placed will influence comfort. Look for the supply and return air in your room and if possible, locate your desk where you will be most comfortable. Second, use doors, windows and shades to help control temperatures; but never keep them open long during the heating season. Our rooms must be ventilated to meet air quality standards. Make sure that nothing is blocking vents because some are in areas that are easily blocked by books and posters. Your fresh air depends on keeping vents open, even though the air flow can make a space seem drafty on cool days. Third; dress weather appropriately and in layers to allow yourself to adjust to temperature variations throughout the day and school year.

Are there accommodations available for special heating/cooling needs? Some students and staff members have special needs that require room temperature to be outside of the district's standard heating and cooling setpoints. Individuals should work with Human Resources to request a room temperature wavier.