



ENERGY CONSERVATION POLICY



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BACKGROUND

The InterMountain Education Service District (IMESD) is committed to conserving natural resources while continually improving the quality of its educational programs. Recent renovations and construction roof projects, as well as planned LED lighting projects will improve building operating efficiencies. The following guidelines are established for IMESD employees and all building users to manage and conserve the amount of energy and resource needed to operate facilities. This project will focus on the main IMESD building at 2001 SW Nye in year one of the project, and extend to the Punkin Center in year two of the project. The District will establish an energy baseline on the period December, 2016 to December 2018. Energy savings will be measured in kWh and therms and will be tracked using the Performance Tracking Tool provided by the Energy Trust of Oregon.

The main IMESD building is 36,000 square feet with a basement and main floor. A commercial energy study was conducted by the Energy Trust of Oregon a few years ago that showed the energy use for the building at 90 kBtu/SqFt. The average for a comparable building size is 50 kBtu/SqFt. According to the study, the building energy use is about 90 percent of average for a building of the same size. In other words, the level of energy use is considered very high. Through implementation of energy conservation practices, the District is working toward an energy savings goal in 2019 of 3 percent reduction over the baseline energy use, and an additional 3.5 percent reduction in 2020.

MISSION STATEMENT

IMESD is dedicated to providing a safe and comfortable learning environment through efficient and effective use of District resources. Resource conservation will allow the District to save money on utility costs and to redirect those dollars back into programs and services for students. The Energy Conservation Policy is designed to educate students, staff, and the community in how to be good stewards of both District resources and the environment.

SCOPE AND KEYS TO SUCCESS

These guidelines supersede all previous instructions, but shall not supersede the need to maintain a safe and secure environment for staff, students and site visitors. This policy was implemented for the District to establish a culture of conservation and sustainability. Leadership, involvement, and emphasis is required from all District personnel in order to achieve this culture. This policy should be used to guide behavior of every building occupant, with regards to energy consumption and sustainability during day to day operations.

GOALS AND OBJECTIVES – SPECIFIC, MEASURABLE, ATTAINABLE, RELEVANT, TIMELY

1. Work with the Energy Trust of Oregon's Strategic Energy Management Program to establish an energy use baseline and to build a foundation for continuous energy savings.
2. Monitor and reconcile utility billings. Any areas of increased energy and water consumption will be investigated to ensure applicable corrective measures are taken.
3. Evaluate each District site to identify future energy efficient improvement opportunities.
4. Take energy efficiency and its environmental impact into account for all capital projects and purchases.
5. Establish a champion to promote and support the District's conservation efforts.
6. Establish an incentive program that rewards staff who contribute to the continuous improvement process and meets energy saving and conservation benchmarks.
7. Maintain a recycling program.
8. Increase resource conservation participation through education and feedback.

9. In partnership with IMESD's Communication Specialist, the District will capitalize on public relation opportunities to message and highlight the District's conservation efforts to the community.

STRATEGIC ENERGY MANAGEMENT (SEM) PROGRAM

In 2019, IMESD enrolled in the Energy Trust of Oregon's Commercial Strategic Energy Management Program. By participating in this program, the IMESD receives technical support, state of the art tools and templates, along with site assessment support and training from energy experts. This program is funded by funds set aside by Pacific Power so the only costs associated with enrolling is the minimal time required from the District's Energy Champion, Executive Sponsor, and team representatives.

Typical participant reductions in annual energy costs are between five and ten percent. Electric energy reductions resulting from this program will be incentivized by the Energy Trust of Oregon at a rate of \$0.02 per kWh during the first two years of program enrollment.

The SEM Team will meet quarterly and consists of the following:

Energy Champion: The IMESD Director of Operations will serve as the Energy Champion. Duties will include tracking and monitoring facility energy performance, lead the implementation of action items, attend all required workshops and meetings, and chair internal energy team meetings.

Executive Sponsor: The IMESD Superintendent will serve as the Executive Sponsor. Duties will include providing management level support, develop goals and timelines, allocate budget and time for action item implementation, regularly review energy performance and associated savings, and ensures implementation of a successful plan.

Energy Team: A successful energy and resource conservation program requires a group of involved staff members. Duties will include attending four quarterly meetings, assisting with implementation of this program and providing feedback on program status. Preferred candidates for these positions will have strong site leadership and genuine interest in the field of sustainability.

IMESD OPERATION GUIDELINES

1. Heating/Cooling

The IMESD has many staff who use space heaters to supplement the HVAC system during heating season. The cost of running space heaters is very significant. The cost of running the average space heater during the cold season using the calculation for contract days for October through March is \$141.60 per person. Over a ten year period, the cost for 20 people is \$28,320. You can see the cost of running supplemental heating systems adds up over time. So it does make dollars and common sense to look for alternatives for cost savings.

The District has replacement of the HVAC System as a priority item on the five year maintenance plan in the future.

- a) During standard operating hours, buildings will be heated between 65 and 70 degrees Fahrenheit and cooled between 70 and 76 degrees Fahrenheit. Occupants controlling thermostats must adhere to these settings.
- b) All site activities held outside of standard operating hours are required to be scheduled through facilities in order to ensure proper HVAC is enabled.
- c) If you believe your zone is outside of the above parameters, contact the head custodian to conduct a temperature reading. If the zone temperature is determined to be outside the acceptable thresholds outlined above, a work order will be submitted for maintenance to address the issue.

- d) Unoccupied HVAC set points outside the standard operating hours will be 55 degrees Fahrenheit for heating and 85 degrees Fahrenheit for cooling. Computer Server rooms shall remain at 70 degrees Fahrenheit.
- e) Use of personal space heaters is discouraged but may be allowable if energy-efficient and approved by the Facilities Director.

2. Lighting

- a) Lights will only be on in spaces that are occupied. Always turn lights off when leaving the room.
- b) Many spaces have occupancy sensors to turn lights off automatically; these sensors should be used as a backup only. All lights should be turned off manually whenever exiting a non-occupied room. Emergency and security lighting will remain on.
- c) The use of natural day lighting is recommended whenever possible.

3. Water

- a) Water consumption should be minimized wherever and whenever possible.
- b) Low flow toilets, showers, and faucets shall be utilized whenever possible.
- c) Water should not be left running and unattended.
- d) All plumbing leaks, dripping faucets, constantly running toilets and broken sprinkler heads shall be immediately reported to the Facilities Department in work order form.
- e) All water leaks shall be repaired in a timely manner.
- f) Irrigation systems will be monitored to minimize water usage.
- g) When spray irrigating, water shall not hit the building or pavement.

4. Equipment

- a) Computer power management software shall be enabled to minimize the operation and consumption of electricity when computers are not in use. This excludes computers performing unique computational functions.
- b) Computers, monitors, copiers, printers, and other equipment should be turned off at the end of the day when not being used (fax machines excluded).
- c) Network equipment including network printers should remain on.
- d) Main Distribution Frames (MDF) and Intermediate Distribution Frames shall remain plugged in at all times.
- e) Where possible, printers will be set to enter power save mode after 15 minutes of inactivity.
- f) All plug-in devices, including cell-phone chargers and other charging devices, should be unplugged when not in use.
- g) The District shall provide “common space” appliances in staff lounge/break rooms.
- h) Use of personal appliances such as microwaves, refrigerators, or coffee pots are prohibited from individual offices. The District has consolidated staff rooms that provide for these functions. Additional appliances result in increased risks of overloading electrical circuits, as well as increasing the District’s energy usage and demand, resulting in additional energy costs. Personal appliances also create safety hazards if commercial Underwriters Laboratory (UL) ratings are not met, or if they are not properly maintained.
- i) All appliance purchases and donations must be preapproved by the Facilities Department. New appliances shall be Energy Star rated whenever possible.

5. District Vehicles

- a) Employees should always take the shortest route possible to their work destination. Mapping out the workday route will support fuel efficiency with as little backtracking as possible.
- b) Work vehicles will be stocked with required tools, equipment, and necessary items in order to limit unnecessary travel.
- c) District vehicles should not be left idling for excessive lengths of time.
- d) Vehicles purchased by the District shall be the most fuel efficient vehicles, meeting the needs of the persons using those vehicles.

- e) When possible, multiple employees traveling to the same facility for meetings and other events should carpool.

RECYCLING

The IMESD is committed to be a good steward of the environment, to use materials in the most efficient manner possible, and to promote environmental stewardship to students, staff and the community. This obligation shall require all IMESD facilities to recycle to the maximum extent practicable in an effort to reuse or reduce limited natural resources.

1. Establish a site specific recycle program that involves and educates students and staff.
2. Each site should conduct a waste audit to determine the types and volumes of materials that can be recycled.
3. Each site should identify alternative solutions to reduce volumes of materials used.
4. Show discretion when printing documents; ask yourself if you really need to print it. Use double sided printing whenever possible.
5. Choose paperless communication, transactions, and publications whenever possible.
6. When possible, consider the reuse of resources. Set up school supply reuse stations in offices. Reuse paperclips, rubber bands, and brass fasteners.
7. Custodial staff is responsible for the collection of recyclable material, although student interaction with the District's recycling program is encouraged.
8. A durable recycling container will be placed next to garbage containers.
9. Clearly marked signage placed on or near recycling bins shall be used to direct and promote commingled recycling practices.
10. Recycled electronic waste (computers, monitors, fax machines, etc.) will be managed by the IT Department.
11. Recycled construction debris, carpet, ferrous and nonferrous metals, fluorescent lamps and ballasts will be managed by the Facilities Department.
12. Florescent lamps will be disposed in accordance with state regulations.
13. Recycled oil, anti-freeze, and tires will be managed by the Facilities Department.

NEW CONSTRUCTION AND RENOVATIONS

1. All future IMESD new construction, remodeling, renovation, and repair projects will be designated with consideration of optimum energy utilization, low life cycle operating costs, and compliance with all applicable energy codes.
2. The District will require high performance energy systems in new construction and renovation projects when the systems are determined to be life cycle cost-effective.
3. Renewable energy technologies, day-lighting and passive solar energy are to be incorporated when feasible.
4. Utility sub-meters must be installed in new construction and renovated facilities to isolate and monitor energy and water consumption.
5. Interior lighting will be LED, whenever possible. New energy-saving fixtures, lamps and ballasts will be used to replace existing less efficient lighting whenever economically feasible and appropriate.
6. Exterior lighting will be LED whenever possible, and will meet minimum current safety requirements.
7. The District shall continue working with the Oregon Department of Energy (ODOE) to ensure that the District has taken full advantage of all grant and incentive opportunities available to the District. The District shall also monitor all future grant and incentive opportunities, through but not limited to ODOE, Avista and Energy Trust of Oregon (ETO), that would benefit the District in operations, equipment and renovation upgrades.

PURCHASES

Environmentally Preferable Purchasing refers to the practice of specifying products with environmental attributes, such as reduced packaging, reusability, energy efficiency, recycled content, and rebuilt or remanufactured products to be included in bids and contracts.

1. Monitor and measure sustainable purchasing accomplishments and efforts.
2. The District Purchasing Coordinator will ensure only Energy Star rated electrical appliances and equipment will be procured unless there is no satisfactory Energy Star product available for purchase.
3. When Energy Star labels are not available, choose energy-efficient products that are in the upper 25% of energy efficiency as designated by the Federal Energy Management Program.
4. Purchase of more expensive energy-efficient equipment can be justified when the extra cost is less than or equal to the resulting energy savings.
5. Environmental factors to be considered in product and service acquisitions include, but are not limited to, the assessment of:
 - a) Pollutant releases and toxins, especially persistent bio accumulative toxins (PBTs), air emissions, and water pollution.
 - b) Waste generation and waste minimization.
 - c) Greenhouse gas emissions.
 - d) Recyclability and recycled content.
 - e) Energy consumption, energy efficiency, use of renewable energy.
 - f) Depletion of natural resources.
 - g) Potential impact on human health and the environment.
 - h) Impacts on biodiversity.
 - i) Environmental practices that vendors and manufactures have incorporated into their office and production process.
6. As much as practical, purchase materials and supplies with a minimum of packaging.

INCENTIVE PROGRAM

Once a baseline of energy consumption is established, the District will develop a carefully structured incentive program to encourage reduced energy consumption and conservation. It will entail elements likely fiscal and behavioral, that compel occupants to use the least resources necessary to achieve personal, professional, and programmatic goals.

INSPECTION PROGRAM

Facilities behavioral assessments will be conducted by the IMESD Director of Operations throughout the year. This assessment will include occupant behavior as related to District's building operation guidelines, as well as monitoring the progress of the recycling program through spot inspections of the waste stream.

PERFORMANCE ASSESSMENT

The IMESD Director of Operations will submit an annual report to the District's Superintendent which outlines the District's current energy consumption, water usage and performance with regard to the District's current goals and objectives. This report shall also include an overview of recently completed projects which affect energy consumption, as well as detail any upcoming energy projects.

COMMUNICATION

The District's goals and objectives will be realized by ensuring all members of the organization support and participate in the implementation of this policy. This policy shall be communicated to all newly hired employees as part of their new-hire orientation. This policy will be made known to all employees on an annual basis through safe schools training, and will also be available on the District's intranet.

REVIEW

This policy will be reviewed annually by the Facilities Department.



Standard Operating Procedure (SOP)

Energy Efficiency

Organization: InterMountain Education Service District			
System Type	Energy Efficiency – Pendleton Office Building	SOP Draft Date	04/28/2020
Energy Champion Signature		Effective Date	05/01/2020

- Energy costs are a major component of the facilities budget.
- On average, we spend \$3,480 a month on electrical energy.
- Energy efficiency Operations & Maintenance -programs can save up to 20% on energy bills without a major initial investment.

Purpose

These procedures address energy conservation at InterMountain ESD, 2001 SW Nye, Pendleton. Management and Facilities Employees will be required to implement these procedures to reduce energy consumption.

This goal recognizes that there will be differences in attainable energy savings from month-to-month; however, our goal is for an overall reduction of our monthly average use.

Energy Conservation and Utilities Management

Facilities Employees will manage the company building located at 2001 SW Nye Avenue, Pendleton, OR in the most energy efficient manner without endangering staff health and safety.

Procedure

1. Staff will be responsible for control of common areas of the building with a minimal number of lights turned on during occupancy for lighting and safety.
2. Staff will utilize natural lighting as much as possible by opening up window blinds as available. Blinds should be left closed, however, when the incoming sun is too warm and creates additional load on the HVAC.
3. Morning staff, when coming to work, will see that lights in common areas are on according to need. All routes of exit in case of emergency shall be illuminated.
4. All staff and management will be responsible for turning off lights in areas such as conference rooms, hallways, bathrooms and offices when unoccupied or when exiting rooms after working hours.
5. All staff will turn off computers and screens before leaving the office daily.

SOP No.	Effective Date	Significant Change	File Location
Energy Efficiency 1	05/01/2020	Initial Version	J:\Facilities\Energy Trust\Milestones\2020\Energy Efficiency SOP - Milestone 1.docx



Standard Operating Procedure (SOP)

Outside Air Levels

Organization: InterMountain Education Service District			
System Type	HVAC Roof Top Units and Outside Air	SOP Draft Date	06/29/2020
Energy Champion Signature		Effective Date	07/01/2020

Purpose

This procedure addresses use of Roof Top Units for air quality and increased safety measures at InterMountain ESD, 2001 SW Nye, Pendleton during a pandemic. Management and Facilities Employees will be required to implement these procedures to increase and maintain fresh air intake.

While the main purpose for this procedure is to increase air quality during the pandemic we recognize there may be attainable energy savings by increasing the cool, fresh air intake, reducing the pull on the HVAC system.

Energy Conservation and Utilities Management

Facilities Employees will manage the company building located at 2001 SW Nye Avenue, Pendleton, OR in the most energy efficient manner while maintain staff health and safety as a priority.

Procedure

1. Switch the Roof Top Unit control settings to increase outside air intake.
2. Manually adjust air intake valves on both units to bring in more outside air.
3. If the event occurs in the summer, increase temperature setpoint to a higher temperature, (73-90° range, depending on occupancy). Temperature setpoints will be at the higher range when unoccupied.
4. If the event occurs in the winter, reduce temperature setpoints to prevent freezing conditions, (55-70° range, depending on occupancy). Temperature setpoints will be at the lower range when unoccupied.
5. Once the pandemic threat has subsided, the Roof Top Unit control settings will be manually reset to reduce the outside air, and set points adjusted accordingly.

SOP No.	Effective Date	Significant Change	File Location
HVAC Roof Top Units	7/01/20	Initial Version	J:\Facilities\Energy Trust\Milestones\2020\Air Intake SOP.docx