

# ***Fort McMurray Catholic Schools Operating Policies and Procedures***

## **OP 103 - Energy Management**

### **Policy**

An energy management program designed to ensure efficient energy consumption in all facilities will be implemented throughout the District.

### **Procedures:**

1. Each employee and student are required to participate actively in the Energy Conservation Program which is to:
  - 1.1 Reduce energy consumption, and
  - 1.2 Minimize the energy waste in all District facilities.
2. Administrators are responsible, to work with the Plant Operations Department, to implement, direct, monitor, evaluate and support District energy conservation efforts.
3. The Energy Conservation Program will encourage the following activities:
  - 3.1 Reducing energy consumption through the use of temperature, lighting and heating controls, additional insulation devices, energy saving design for new construction, and a variety of efforts to conserve gasoline;
  - 3.2 Reducing energy consumption through recycling materials and curbing waste;
  - 3.3 Providing materials and training on energy conservation for staff and general public, and
  - 3.4 Incorporating instruction on energy conservation into school programs as appropriate to the particular subject.
4. The Associate Superintendent Business and Finance will provide annual progress reports to the Superintendent for presentation to the Board on the implementation of energy conservation measures.
5. The Supervisor of Plant Operations shall ensure that plans and procedures are developed that include:

- 5.1 Seasonal operating practices for each of the District's physical plants;
- 5.2 Statements of maintenance personnel responsibilities for energy management for each of the physical plants;
- 5.3 Statements of custodial personnel responsibilities for energy management for each of the physical plants;
- 5.4 Computing analysis for determining efficiency and costs that will occur on a school years basis.
- 5.5 Statements of professional staff responsibilities for promoting energy management; and
6. Administrators shall ensure that all stakeholders are familiar with the district's Energy Management initiatives.
7. Teachers are to encourage students to be aware of and to practice energy management in the school environment.

***August 2002***