



ANNE ARUNDEL COUNTY PUBLIC SCHOOLS

**Memo**

To: Principals and Business Managers

Date: May 16, 2017

From: Alex L. Szachnowicz, P.E. *ALS*  
Chief Operating Officer

Instructions:

Copies to: Senior Staff  
Dept. of Rec. and Parks

Subject: **2017 Summer Energy Usage Guidelines**

This summer's energy usage procedures will reflect our continuing initiatives to reduce energy consumption in our schools in order to redirect dollars to the classroom. The Facilities Operations Department will implement schedules and temperature parameters that will curtail excess energy consumption, while still supporting summer instructional goals and our operations staff as they perform their summer deep cleaning in our schools.

Starting July 5, 2017, and ending August 15, 2017, all AACPS facilities will be operating on a four-day work week with Fridays being closed to all employees unless prior exceptions have been granted by the Superintendent. Air-conditioning will not be provided for any facility (to include administrative offices) on said Fridays. Questions regarding the guidelines may be directed to John Ander, Supervisor of Operations and Logistics, at 410-360-0138.

In addition to air conditioning restrictions, Operations staff will be monitoring the lighting in schools as this represents as much as 48% of the school's electricity usage.

Due to the importance of these guidelines, Operations will dedicate employees to visit schools on a routine basis to ensure that we are all mindful of energy usage. Savings from this summer initiative reverts back to the general funds which supports instructional programs. In addition, your school's chief custodian or facility engineer will be tasked with turning off lights and maintaining HVAC constraints.

*Noted below are the Guidelines for Summer Air-Conditioning and Lighting Usage:*

**School A/C: Temperatures will not exceed 85 degrees during normal working hours. If the temperature in your building exceeds the 85 degree standard, please contact our staff at 410-439-8018. Set-points will support this temperature except as detailed in A-D below:**

- A/C will be curtailed beginning June 12 in all schools unless specific instructional programs have been pre-approved and scheduled through the Energy Conservation Office.
- A/C will be maintained in school administrative offices from 8:00 a.m. to 4:00 p.m. daily (with the exception of the six, non-working Fridays). Run-times may vary.
- A/C will not be provided for drying shampooed carpets or wax applications. Call your Operations Area Manager for additional information.
- A/C will not be approved for teachers or small groups that want to meet or work in their areas during summer months.

A) Administrative Facilities (Non-Instructional): 78 degrees

Hours of operations for A/C to be determined by core hours of usage. Start and stop times will be modified to promote energy savings.

B) Department of Recreation and Parks Activities: 78 degrees

- A/C will be provided for pre-approved Department of Recreation and Parks summer camps.

C) School Related Programs: 78 degrees

Pre-approved school related programs will not be charged for A/C unless students are charged for activities.

Payment for A/C must be paid out of the group's operating costs (i.e., summer camps not sponsored by the Department of Recreations and Parks).

D) Commercial and Non-School Groups: 78 degrees

Commercial and non-school groups will be charged for all utilities to include A/C and billed by the school.

Groups should be notified of the charges when arrangements are made to use the building.

Payment from outside groups must be received prior to A/C being scheduled.

All groups, including religious groups that regularly use the school facilities (e.g., every Sunday morning) and other groups that use school facilities on an infrequent basis (e.g., one Saturday during the summer) must forward payment to the Board at:

**Anne Arundel County Public Schools  
Finance Office  
2644 Riva Road  
Annapolis, Maryland 21401**

**Lighting:**

- All lights are to be **TURNED OFF** when areas are not in use. This not only reduces costs, but reduces temperatures.
- All outside lighting must be **TURNED OFF** at night unless other arrangements have been made through the Security Office and Operations.

**Computers:**

- All unused monitors and computers must be turned off but not unplugged.

Thank you for your continued support in fulfilling our obligation to efficiently provide a comfortable and safe environment for staff and visitors during this non-instructional time. If you have any questions on scheduling or about our Energy Conservation Office, please contact Abdul Majid at 410-439-8031.

ALS/cef