

## ADMINISTRATIVE POLICY

The online version of this policy is official.  
Therefore, all printed versions of this  
document are unofficial copies.

### TEMPERATURE SET-POINT

Clarksville-Montgomery County School System embraces energy conservation and intends to be good stewards of our natural resources. CMCSS endorses the concept that it is everyone's responsibility to ensure reasonable effort is made to conserve energy and natural resources. Appropriate means and methods of conservation will be employed to minimize energy and resource consumption. To that end, the following guidelines will be implemented:

- During heating season, CMCSS buildings will have occupied temperature set-points between 68° and 70°, and unoccupied set-points of 55°.
- During cooling season, CMCSS buildings will have occupied temperature set-points between 74° and 78°, and unoccupied set-points of 80°.
- All CMCSS employees who occupy an area of a building that has conditioned air, either heated or cooled, will not prop or hold open exterior windows or doors.
- The Maintenance Department will utilize free-cooling methods whenever possible.

The building will be at occupied set-points from thirty minutes before the school's first bell until one hour after the school's last bell and ninety minutes after the high school's last bell. Unoccupied set-points will be set from sixty or ninety minutes after the last bell until thirty minutes before the first bell, and 24 hours a day on weekends and holidays. Unoccupied settings will be used when only custodial staff are present or on days that the district is closed. Special schedules will be used on academic holidays, staff development days, Spring Break, Fall Break, and Summer Break.

Implementing Procedures: None

#### Revision History:

<u>Date:</u>	<u>Rev.</u>	<u>Description of Revision:</u>
7/29/09		Initial Release
4/1/13	A	Add to last bullet - utilize free-cooling methods whenever possible.
5/19/14	B	Add unoccupied set-points to bullets one and two. Remove third bullet and add last paragraph.
4/4/16	C	Changed set-point times in second paragraph.

**\*\*\* End of Policy \*\*\***