



PIERCE ENERGY PLANNING  
HELPING SAVE ENERGY DOLLARS

## **Nogales Unified School District Mechanical Improvements Guidelines for Teachers and Staff**

### **Lighting**

Motion sensors to turn lights on and off have been placed in nearly all classrooms. You may find them in the ceiling, on the wall, or near the light switch depending upon the size and shape of the room.

There are now two ways to turn lights off and on.

1. You can use motion only to turn lights on by walking into the space. The sensors will “sense” movement and turn lights on. You can walk out of the space and after the specified period of time, the sensors will turn the lights off. The motion sensors have been set to turn off lights after 10 - 15 minutes.

OR

2. You can use the light switch to turn lights on and off as you traditionally have. If you choose to switch the lights off when you leave, or for an audio-visual presentation in your classroom, they will turn off. However, you have disengaged the motion sensor. When you return to the classroom or want the lights back on, you will have to switch the lights on. This option will allow for the highest energy savings!

If you turn off the lights only once at the end of every Instructional day, this equates to 45 additional hours of energy savings per classroom! If you remember to turn off the lights every time you leave, imagine how much more you can save!

### **Heating, Ventilation, and Air Conditioning (HVAC)**

Your heating and cooling system is now controlled by temperature sensors. You may find them in the ceiling or on the wall. The temperature sensors are programmed to keep the room at a specified temperature when it is occupied and when it is not occupied. In addition, the thermostats on the wall allow you to turn the temperature in your room up or down 2°F. You will not disengage the temperature sensors when you adjust the thermostat.

The occupied setpoint is 75°F during cooling season and 68°F during heating season. When you leave your classroom for more than 30 minutes during the day, the temperature sensors will adjust the heating setpoint down by 3°F and cooling setpoint up by about 7°F so the HVAC unit is not running, wasting energy when no one is in the space. When you return to the room, the temperature sensors will “sense” motion and bring the air back to the occupied setpoint. Within a few minutes, the space temperature should be back to what it was before leaving the room.



PIERCE ENERGY PLANNING  
HELPING SAVE ENERGY DOLLARS

Below you can find pictures of the new thermostats.



Move the slide to the left (Snowflake), and the setpoint will go down by 2 degrees.  
(i.e.,  $75^{\circ} - 2^{\circ} = 73^{\circ}$  for Cooling and  $68^{\circ} - 2^{\circ} = 66^{\circ}$  for Heating)

By moving the slide to the right (Flame), the setpoint will increase by 2 degrees.  
(i.e.,  $75^{\circ} + 2^{\circ} = 77^{\circ}$  for Cooling and  $68^{\circ} + 2^{\circ} = 70^{\circ}$  for Heating)

PO BOX 26357 | SCOTTSDALE, AZ 85255 | ENERGYPLANNING.ORG



PIERCE ENERGY PLANNING  
HELPING SAVE ENERGY DOLLARS

The slider should be kept in the center whenever possible. When you leave your classroom, it would be helpful to the District to place the slider back in the center.

The HVAC system is generally set in occupied mode from 7:00 am – 4:00 pm Monday through Friday. (All spaces have individual occupied mode set times depending on the use of the space.) At all other times it is set in unoccupied mode. If you have a special school event during the evening or week-end, you can create a work order requesting that the HVAC system be placed in occupied mode for that specific time.