

NEW CONSTRUCTION: 7000 SERIES

The policies and regulations in this Series are to help you in your building expansion and modernization efforts. This section also includes policies that provide for health and safety in school buildings.

NEW CONSTRUCTION

SERIES 7000

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Required
Local _____

ELMONT UNION FREE SCHOOL DISTRICT
Elmont, New York

HANIDCAPPED PARKING

7000
NEW CONSTRUCTION

Parking spaces for the handicapped shall be provided in the parking areas designated for each school building in accordance with applicable law.

It shall be a violation for any person to stop, stand or park a vehicle in any area designated as a place for handicapped parking unless the vehicle bears permit issued under Section 1203-a of Motor Vehicle Law or a registration issued under Section 404-a of Chapter 203 and such vehicle is being used for the transportation of a severely disabled or handicapped person.

Legal Reference:

Policy

Adopted: 3/19/86 (approved at Board Meeting 3/18/86)

Amended: 2/16/05 (approved at Board Meeting 2/15/05), 7/05/05

Required
Local

ELMONT UNION FREE SCHOOL DISTRICT
Elmont, New York

*ADHESIVE AND FASTENERS
ON SCHOOL WALLS*

7010

NEW CONSTRUCTION

Administrative judgment needs to be exercised in placement of adhesives and fasteners to avoid damage to walls and woodwork.

Legal Reference:

Regulation

Adopted: 1/20/58

Amended: 9/17/58, 11/13/59, 5/69, 7/05/05

ELMONT UNION FREE SCHOOL DISTRICT
Elmont, New York

ENERGY CONSERVATION

7020

NEW CONSTRUCTION

The diminishing supplies of fossil fuels and the rising cost of generating electricity necessitate our continual efforts in procedures encouraging attitudes aimed at conserving resources thereby reducing operating expenses.

All members of the school community have the responsibility to promote awareness and practice the conservation of energy.

Legal Reference

Policy

Adopted: 8/72

Amended: 7/05/05

ELMONT UNION FREE SCHOOL DISTRICT
Elmont, New York

ENERGY CONSERVATION

7020 (a)

NEW CONSTRUCTION

The following listing of energy conservation practices constitutes a total District policy that should be impressed on all members of the school community:

A. Administration/ Faculty/ Student Responsibilities:

- 1. An awareness and practice of conserving energy should become an integral part of the educational program throughout the District. The student population, guided by the professional staff, should be engaged in monitoring and graphing the use of utilities in their building, explore ways to conserve energy and participate in intra-District conservation projects. To assist in achieving these goals, every school building shall receive copies of monthly electric and fuel consumption reports.*
- 2. Turn off electric lights in occupied areas where windows give adequate natural light for the tasks being performed.*
- 3. At all times turn off electric lights when leaving an empty room.*
- 4. Turn off supplemental lighting, such as bench lights in shops and labs, when not in use.*
- 5. Shut down all electric equipment when not in use. Do not leave electrically powered office equipment, such as copies, "on" all day. Develop schedules for use. Turn off electric typewriters, computers, printers, adding machines, etc. when not in use. Make discriminating use of audio-visual equipment.*
- 6. Eliminate display and decorative lighting as much as possible.*
- 7. When summer air-conditioning is being operated, close billings and/or drapes when solar gain through windows is high.*
- 8. In winter, dress warmly to account for reduced (70 degree F.) temperature. Keep desks away from outside walls as much as possible.*
- 9. Except for emergencies, do not open windows during operation of heating system. If windows are open in warm weather, do not operate air handling or air-conditioning units.*
- 10. Keep classroom doors to corridors closed to prevent drafts in heating season.*
- 11. Make certain that furnishings, drapes, books, papers, etc. do not obstruct flow of air into rooms and from heating units.*
- 12. Use exhaust fans in science laboratories, shops, kitchen, etc. only when necessary. Such fans should be operated by manual switches.*
- 13. Close all drapes and/or Venetian blinds when leaving the classroom at the end of the day so that they remain closed at night and over weekends.*

14. Do not hold exterior doors open during passage of occupants entering and leaving the building at start and finish of the day. Limit the number of entrances used during the arrival and departure hours.
15. Plan after school events to occupy a minimum number of heating and/or air-conditioning zones.

B. Custodial Responsibilities:

Winter Season Heating and Ventilating

1. Set thermostats in occupied sedentary space to 70 degrees F. maximum room air temperature. Morning heat-up operating temperatures should not be in excess of 65 degrees in the space to allow for sensible heat gain from occupants of the building. Avoid use of extra boiler to bring temperatures up to acceptable level in less than two hours. Boilers that are not in use should have their steam stop valves closed.
2. Areas of physical activity such as shops, gymnasiums, corridors, and toilet rooms should be set 3 to 5 degrees lower than sedentary spaces.
3. Storage and similar non-student spaces may be maintained at 50-55 degrees F. Caution: do not permit freezing of systems.
4. Set night control cycle as early in the day as possible. Night setback should be automatic. Except during extremely cold weather, complete heating plant shutdown should be accomplished during unoccupied hours.
5. As a general rule adjust night back control temperatures to 55 degrees F. temperature. By experimentation, adjust night temperature when desired daytime temperature cannot be obtained within about an hour after start of morning heat-up.
6. Modify schedule of heating during weekends by maintaining unoccupied areas at absolute minimum temperature levels (50-55 degrees F.). Do not permit freezing of systems.
7. Shut down boilers at all times when outside temperature is 60 degrees F. and rising (when domestic hot water is obtained from other means than boilers).
8. Make certain fresh air intake dampers of the ventilating system are fully closed overnight and when bringing a building up to temperature.
9. Shut off power exhausts- except toilets- on experimental basis. Use power exhausts only as necessary.
10. Inspect steam traps, strainers, flow-pumps, valves, etc., on an annual basis and replace if necessary. All steam vacuum return systems must be generated in the appropriate vacuum range.
11. Make certain that all back draft dampers in exhaust fan ductwork close tightly when fans are not operating.
12. Clean all filters of unit ventilators, air handling systems, etc. on a regular schedule; replace as necessary.

13. *Clean all registers and fins of finned radiation.*
14. *Stop localized drafts in hallways at night by closing smoke doors. Keep door closers in good repair; remove hold-open devices.*
15. *Check refrigerator and freezer doors for defective gaskets and clean condensers a minimum of quarterly.*
16. *Preheat kitchen ovens only for necessary periods.*
17. *Have cafeterias prepare "cold type" lunches at intervals so that steamers and steam-jacketed kettles are used for intermittently.*

Summer Season Air-Conditioning and Ventilating

18. *During the spring and fall seasons adjust boiler water temperature to outside air temperature on heating systems and lower room thermostat temperatures to 68 degrees F.*
19. *Shut off air handling units and lights in gyms when physical education classes are outside in warm weather.*
20. *Operate air-conditioning units to a minimum extent.*
 - a. *Use outside air for cooling on all but humid days.*
 - b. *Do not operate air-conditioning units through the night.*
 - c. *Do not operate air-conditioning units without first checking the weather forecast.*
21. *All air-conditioning units used throughout the District should have an energy efficiency ration of at least 7-10 (determined by dividing the BTU cooling capacity by the wattage of the unit).*
22. *Reduce hot water temperature to 100 degrees F. except for dishwashing and a minimum number of custodial deep sinks. Shut down hot water systems as soon as possible, relying upon stored heat for immediate after school use.*
23. *Repair leaking faucets.*
24. *Reduce lighting to minimum foot-candle levels by removing lamps from fixtures and/or using lamps of lower output wattage.*

Minimum Education Department requirements for public school lighting are:

- 10 F.C. maintained- in auditoriums, corridors, locker rooms, toilets*
- 20 F. C. maintained- in cafeterias, gymnasiums*
- 30 F. C. maintained- in classrooms, study halls, libraries, offices, shops*
- 40 F.C. maintained- in room where fine detail work is to be done*

25. *Clean fixtures and lenses two times per year.*
26. *Keep condensers and intake filters on air-conditioning units, refrigerators, freezers and drinking fountains clean.*

27. *Where applicable, replace incandescent lamp fixtures with fluorescent fixtures. (Fluorescent lamps produce three to four times as much as light per watt of electricity as incandescent).*

In addition to the conservation measures detailed above, the Capital Improvement Program for the District will continue to focus on projects that will provide a substantial reduction in the consumption of fuel oil and electricity such as:

*Window and exterior door replacement
Temperature control work
Steam trap and thermostat replacement
Gas-fired hot water heater installations
Lighting system replacement*

Legal Reference:

Regulation

Adopted: 7/82

Amended: 7/05/05

ELMONT UNION FREE SCHOOL DISTRICT
Elmont, New York

PERFORMANCE GUARANTEES

7030

NEW CONSTRUCTION

General Construction Work (new buildings and additions)

The owner shall withhold 2% of the total cost of the contracted work for one year after issuance of final certificate by the architect.

The contractor shall provide a 100% Payment Performance Bond.

Construction Work (installing sewer liens, grading jobs, etc.)

The School Board will pay 90% of the monthly requisition for payment, 10% will be held as retained percentage until final payment after all work is complete. The contractor shall be paid up to 2% of the contract amount until one year from acceptance.

The owner shall withhold 10% of the bid price for 120 days after completion of the job date.

The contractor shall provide a 100% Payment Performance Bond.

Maintenance Work (painting, floor work, etc.)

The contractor, prior to starting the job, shall post a certified check for 10% of bid price; said check to be held until satisfactory completion of the job and final acceptance by the Board of Education.

Legal Reference

Policy

Adopted: 10/69

Amended: 7/05/05