

Energy Management Policy

Tulsa Park & Recreation Department

In order to conserve energy and provide optimum service to the public by extending the operating life and efficiency of heating, air conditioning and ventilation (H.V.A.C) and electrical equipment, all Tulsa Park and Recreation Department facilities shall maintain the following standards in the operation of facilities and equipment, such standards are to be monitored by the facility manager/supervisor with energy audits performed by the Utility Service Division with results submitted to facility managers and the Park Department Director's office.

H.V.A.C.

1. All doors and windows that separate conditioned and unconditioned areas must be kept closed while heating and air conditioning equipment is in use.
2. Gymnasiums, work shops or other areas of the building that do not have air-conditioning equipment available, or areas where air is exhausted, should maintain door closers in proper adjustment to eliminate exhaust fans from pulling doors open drawing conditioned air into unconditioned spaces. If possible, such areas should have make-up air in other manners (i.e. keeping doors or windows open to the outside where this does not negate security concerns). Wall vents should remain closed while heating systems are in use.
3. The use of vent fans and/or air handlers (w/heating and air conditioning units disengaged) is encouraged to take advantage of outside temperate conditions. Ceiling fan use is encouraged to provide additional employee/ patron comfort and more even temperatures in rooms so equipped.
4. H.V.A.C. filters should be checked at least once per month (more often in dusty environments)
 - A. A filter is considered dirty and should be changed if you cannot see through the media.
 - B. The frame of the filter should be dated to show date of installation.
5. The following maximum (winter) and minimum (summer) temperatures are to be maintained at user level (i.e. within 7' of the floor).
 - A. Minimum 76° F for summer cooling
 - B. Maximum 70° F for winter heating
 - C. Minimum 80° F summer cooling, Gymnasiums only
 - D. Maximum 67° F winter heating, Gymnasiums only
6. All facilities equipped with night set back equipment shall program such equipment and keep in active use during non-business hours. It shall be the responsibility of the facility

manager/supervisor to see that the proper set back is maintained during all periods the facility (or zones within the facility) is (are) not in use at the following temperature settings.

- A. 82° F for summer set back
 - B. 64° F for winter set back
 - C. 85° F for summer set back & 62° F winter set back; Gymnasiums only
7. Thermostats shall be operated **ONLY** by Park Department employees and all protective covers will be maintained locked to eliminate tampering by others.
 8. The use of portable electric heater are prohibited at all sites, and shall be removed from any facility if found in use.

ELECTRICAL

To conserve energy and maintain the life of the equipment, interior lighting and equipment shall only be activated when necessary to provide optimum services and safety to the public.

1. It shall be the responsibility of the facility manager/supervisor to maintain adequate levels of lighting at all times. In all unoccupied space without scheduled activities lighting should remain shut off.
2. Whenever possible, incandescent light bulbs shall be retrofitted with compact fluorescent light bulbs.
3. It shall be the responsibility of the facility manager/supervisor to deactivate all lighting and appliances, with the exception of security lighting (and appliances/ equip. which should be operational 24 hours/ day), at facility closing.

There will be no exceptions from the above policy without the express written authorization of the Director of Tulsa Park and Recreation Department.