

Davis School District Heating/Cooling Procedures

Start of School

Swamp Cooler Startup: 2 weeks before the first professional development day of the new school year, turn on air handler swamp coolers and outdoor cooling towers. Roof top swamp coolers will already be on from summer usage.

All Other Equipment Startup: 1 week before the first professional development day of the new school year, turn on heat pumps, portables, RTU's, fans, chillers, domestic hot water and VRF systems. All mechanical systems will be enabled to run at this time.

Send out a memo to Principals and Facility Managers 1 week before the first professional development day of the new school year letting them know when systems will be on.

Note: The first professional day is tied to the School Board adopted calendar

Fall

Cooling System Shut Down: On the first Monday of October the Energy Committee will look at the 10-day forecast. If there are no days when the outside air temperature will be over 75 degrees as a high, cooling systems will begin to be turned off and winterized. If there are 75-degree days in the forecast, the Committee will watch each day until the daytime temps drop below 75.

Heating System: The HVAC Shop will begin testing and filling the heating boilers during the first 2 weeks of October. They will fill the boiler, check the associated equipment, test the safeties, and leave the system in a ready state.

Heating System Startup: After October 15th, and the cooling systems have been shut down, the Energy Committee will watch the 10-day forecast. When the daily high temperatures drop below 68 degrees, and the overnight lows drop below 45 degrees the heating systems will be enabled to run. This includes gas fired roof top units, cabinet heaters, electric heaters, and heating boilers. Any mechanical cooling still running will be shut down. Roof top swamp coolers will be left in auto for fresh air needs.

A memo will be sent out to Principals and Facility Managers letting them know of the shift from cooling to heating.

Spring

Swamp Cooler Startup: Around April 15th the Team will watch the overnight lows, once they are above 45 degrees the HVAC shop will begin filling roof top swamp coolers and the swamp cooled air handlers.

Heating System Shutdown: On the first Monday of May, the Energy Committee will look at the 10-day forecast and if the overnight lows are greater than 45 and the daily highs are greater than 68 the

heating systems will be shut down. This includes gas fired roof top units, cabinet heaters, electric heaters, and heating boilers.

Cooling System Startup: On the first Monday of May, if the heating systems have been shut down, the HVAC Shop will begin filling the cooling towers and getting the mechanical cooling systems ready for operation. Chillers will be turned on when the 10-day forecast shows daily highs greater than 75 degrees and inside building temperatures are greater than 75 degrees.

Outdoor Restrooms for Spring Sports: The outdoor restrooms are winterized every fall. This process involves shutting off the water, draining the system and treating the plumbing fixtures with anti-freeze. On the first of April the process of de-winterizing these restrooms for the season will be evaluated based on spring weather conditions and temperature forecast.

A memo will be sent out to Principals and Facility Managers letting them know of the shift from heating to cooling.

Summertime

Summer Shutdown: At the end of the day on the last day of school all building systems will be shut down and disabled. Office A/C systems will be shut down and will need to be turned on by office staff from their energy system log in. Roof top swamp coolers will be enabled to run from 7am-4pm.

Schools Approved for Summer Activities:

- Adelaide Elem
- Boulton Elem
- Bountiful Elem
- Buffalo Point
- Canyon Creek Elem
- Centerville Elem
- Clinton Elem
- Crestview Elem
- Ellison Park Elem
- Endeavour Elem
- Foxboro Elem
- Island View Elem
- Kay's Creek Elem
- Meadowbrook Elem
- Oakhills Elem
- Odyssey Elem
- Orchard Elem
- Sand Springs Elem
- Snow Horse Elem
- South Clearfield Elem

- Sunset Elem
- Sunburst Elem
- Tolman Elem
- West Bountiful Elem
- Vae View Elem
- Centerville Jr
- Centennial Jr
- Fairfield Jr
- North Davis Jr
- Shoreline Jr
- Sunset Jr
- West Point Jr
- Davis High
- Farmington High
- Syracuse High
- Woods Cross High
- Mountain High

The schools listed above will only run when a request has been submitted, they will not automatically be on. All these locations can be zoned out and will have the least cost to operate during the summer months. Utility Services will need to receive and schedule all requests. Requests must be received 24 hours in advance to guarantee the event will be scheduled and have adequate time to work. Individual portable classrooms at schools may also be scheduled and used as a good alternative to turning on systems inside the facility. **Schools not listed above will have a large demand charge to operate and require the maintenance team to prepare them for operation.**

If a school has an a/c request that is not listed above, approval will need to be given. The Energy Committee and School Area Directors will be consulted.

A memo will be sent out to Principals and Facility Managers letting them know the systems will be shut down and request will need to be submitted.

The above parameters may be adjusted as needed by the Energy Committee or Superintendency. Budget concerns may also play a role in the startup of certain systems.