



Knights Enham School's Air Conditioner Policy

Purpose

This Air conditioner Policy has been compiled to set out **Knights Enham School's** intentions and goals with respect to air conditioner use and management. Its purpose is to help embed efficiency and environmental awareness into everyday business.

Commitment

Knights Enham School's will comply fully with legislation and officially approved codes of practice and will make continued efforts to promote sound energy management policies and practices in the work of all departments:

"We are committed to responsible energy management and will practice energy efficiency throughout all our premises wherever it's reasonably practical and cost-effective."

Objectives

- To control and reduce our energy consumption to avoid wasted expense and improve efficiency.
- To reduce the environmental impact of our energy consumption and minimize Greenhouse Emissions
- Policy development and management: the integration of energy issues within the financial planning and policy development processes of the school, to ensure energy is a key consideration of everything we do.
- Data gathering and reporting: Improving our energy monitoring processes so that we can identify and prioritize opportunities for energy savings more effectively.
- Meet government compliance over F-gas regulations.

Immediate Aims

- Ensure that air conditioner unit filters and grills are always kept clean.
- Consider motion and daylight sensors to reduce lux and power when areas are not occupied by staff or students.
- Regularly ensure evaporator grilles and outlets are not blocked by furniture, stationary or other stored goods. It is also important to keep the heat exchangers of all AC equipment clear from obstruction.
- **Knights Enham School's** are subject to F-Gas Regulations, records should be available for F-Gas charge weights, F-Gas recovery and equipment should be labelled where applicable. At the time of the inspection the servicing engineers must leave copies of maintenance sheets and f-gas tests at the site for future inspections and compliance audits.
- Controls are set to the correct time and day.
- Temperature Set points and Dead Bands are appropriately selected.
- Weekday and weekend set on and off periods are set.
- Equipment cannot operate when the building is not occupied.
- Staff should be provided some basic training on the relationship of air conditioning systems with other equipment. This should result in improved operating efficiency as well as a better understanding by staff of the implications of using air conditioner systems.
- The air condition and heating systems are never in operation together.
- That the air conditioning system is never in operation when the windows are open.
- That natural ventilation takes precedent over air conditioning.
- That the air conditioning system can only be used from March – September
- That the air conditioning system is only in use when internal temperature rises above September – March