

## Memo

To: All CCISD Employees  
From: Dobie Williams, Assistant Superintendent of Finance / CFO  
Date: August 16, 2011  
Re: Energy Management System – Memorandum of Understanding

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In order to maximize energy savings and control costs, Clyde CISD utilizes an Energy Management System (EMS) to control our heating, ventilation and air-conditioning (HVAC) systems. The EMS basically has two functions.

The first function is to control when the HVAC units are "on" and when they are "off" in order to keep the units from running needlessly afterhours when a room or building is unoccupied. For the most part, our HVAC units are set to come on around 7:00 a.m. and go off around 3:45 p.m. Of course some units are set differently depending upon occupied times and intended usage.

The second function is to limit the temperature range on individual thermostats so as to avoid over-cooling or over-heating areas beyond preset limits. The default temperature setting when in the A/C mode is 74 degrees. However, the thermostat allows the temperature in the A/C mode to be turned down manually to 72 degrees (or up as high as desired). The default setting when in the Heating mode is 68 degrees. However, the thermostat allows the temperature in the Heating mode to be turned up to 70 degrees (or turned down as low as desired).

As a convenience and to allow employees to work comfortably after normal working hours, the EMS allows a temporary override when the system is in the "off" or "unoccupied" mode. When activated, the override function will turn on the A/C or Heat for a two hour period. Employees may activate the override as many times as needed. When leaving an area after the override has been activated we do ask that you deactivate the override so the units do not run needlessly for the remainder of the 2 hour period.

In addition to the afterhours override function, employees may also request that the system be pre-programmed for afterhours events. To request pre-programming for afterhours events employees must submit an Energy Management Request Form. This form must be submitted a minimum of 24 hours in advance of the event to ensure programming.

The purpose of this memorandum of understanding is to ensure that all employees are aware and understand the expectations of employees in regard to the operation of the EMS. The only functions employees are allowed to operate on the thermostat are the temperature increase ↑ and decrease ↓ buttons and the afterhours manual override function. **Under no circumstances** should employees change or attempt to change thermostat or EMS parameters. **Changing or attempting to change system parameters is strictly prohibited.** Consideration will be given for requested variances to system parameters on a case by case basis. Requests for variances should be sent to the business office with a detailed explanation as to why the variance is necessary.

By signing below I am indicating that I have read and understand the above information.

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Employee Signature

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Date