

Energy Department Myth: Occupied vs Unoccupied

• **MYTH:** The HVAC system **TURNS OFF** when school is over.

• **FACT:** The HVAC system **NEVER** turns off. It simply goes into “Unoccupied Mode” when school is over.

- When school is over, you may hear the HVAC system stop running. This is simply because it has entered “Unoccupied Mode.”
- When the system enters unoccupied mode, the temperature setting is adjusted to prevent the system from having to operate as frequently.
 - Example: When you go on vacation and your house will be empty, you adjust the temperature on your thermostat to prevent you're A/C and/or heat from running as often, saving money on your utility bills.
- See below for the temperature and schedule settings for the HVAC system.

• HVAC: Temperature and Humidity Set Points

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| <ul style="list-style-type: none"> ○ Air Conditioning <ul style="list-style-type: none"> ▪ Occupied: 73° ▪ Unoccupied: 80° | <ul style="list-style-type: none"> ○ Heating <ul style="list-style-type: none"> ▪ Occupied: 69° ▪ Unoccupied: 60° | <ul style="list-style-type: none"> ○ Humidity Maximum <ul style="list-style-type: none"> ▪ Occupied: 65% RH ▪ Unoccupied: 65% RH |
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• HVAC: Schedules

- **Time Schedule**
 - HIGH SCHOOLS: 8:45am – 3:45 pm
 - MIDDLE SCHOOLS: 8:30 – 3:15
 - ELEMENTARY SCHOOLS: 8:00 – 2:30

○ Normal Operation

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| <ul style="list-style-type: none"> ▪ Admin. Areas and Media Center <ul style="list-style-type: none"> ○ Optimal Start: 2 hrs before normal start ○ Normal Start: 8:00 am ○ Optimal Stop: 30 min before normal stop ○ Normal Stop: 5:00 pm | <ul style="list-style-type: none"> ▪ Kitchen <ul style="list-style-type: none"> ○ Optimal Start: 4:30 am ○ Normal Start: 6:30 am ○ Normal Stop: 1:30 pm |
| <ul style="list-style-type: none"> ▪ ALL Other Areas of ALL Schools <ul style="list-style-type: none"> ○ Optimal Start: 2 hrs before normal start ○ Normal Start: 15 min before first class ○ Optimal Stop: 30 min before normal stop ○ Normal Stop: 0 min after final class | <ul style="list-style-type: none"> ▪ ALL Outside Air Units <ul style="list-style-type: none"> ○ Normal Start: 30 min after first class begins ○ Normal Stop: 30 min before final class ends ▪ ALL Outside Air Units <ul style="list-style-type: none"> ○ Off; Unoccupied mode ONLY |

○ Summer Operation (Monday – Thursday)

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| <ul style="list-style-type: none"> ▪ Admin. Areas and Media Center <ul style="list-style-type: none"> ○ Optimal Start: 2 hrs before normal start ○ Normal Start: 7:00 am ○ Optimal Stop: 30 min before normal stop ○ Normal Stop: 5:30 pm | <ul style="list-style-type: none"> ▪ ALL Other Areas of ALL Schools <ul style="list-style-type: none"> ○ Unoccupied mode ○ HVAC overcalls MAY be enabled ▪ ALL Outside Air Units <ul style="list-style-type: none"> ○ Off; Unoccupied mode ONLY |
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