



Community Services: Education

Argyll House
Alexandra Parade
Dunoon PA23 8AJ

To: Heads of all Educational Establishments

Dear Colleague

Energy Management Programme

You will be aware of the Council's policy on energy management through the energy management manual and the weekly monitoring of the establishment's energy consumption. It is important to maintain the support of all the staff and building users in eliminating the wasteful consumption of energy. The Council is involved in a phased programme of maintenance work and capital investment to improve the energy efficiency of educational properties.

A further step in achieving the Council's aim has been agreed with Facility Services. This is the recognition of a season when the heating system will be required, as far as the installation permits, for domestic hot water supply only.

Factors which require to be taken into account during the season include the wide variations in the Scottish climate, the diverse nature of the school structures, and the altitude and exposure of the school buildings. It has been agreed that from the beginning of May until the end of September heating systems may be switched on only when the temperature falls or is likely to fall below the approved temperatures for the various types of accommodation as given in education management circular 1.21 appendix 1. The system should be switched off as soon as temperatures rise to the requisite level. Janitors should be authorised to take the necessary steps to ensure these objectives.

Outwith the season, energy consumption can be minimised during school holiday periods in the following areas.

- (a) Heating generally: it should be ensured that frost firing procedures are being followed.
- (b) Staff not on holiday: sufficient heating must be provided but consideration should be given to the utilisation of temporary heating where available. Heating should be via use of convection heaters only.

I should be grateful if you and your staff would continue to support the aims of the Council's energy management policy. If you require further information on any of the above, please do not hesitate to contact the Technical Support Officer in Facility Services 01369 708561.

Yours sincerely

Executive Director of Community Services

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