

December 2018
Management Circular No. 35

To **Heads of all educational establishments**

Energy Management Programme

You will be aware of Glasgow City 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. With the changes in ordering procedures for maintenance works, and the need to prioritise works to make best use of the available resources, it is expected that where two or more maintenance jobs are being considered that saving energy, or reducing waste is considered also.

A further step in achieving Glasgow City Council's aim has been agreed with all Glasgow City Council services. It is recognised that heating systems are seasonal.

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 revised Management Circular no. 10**. 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.

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 to rooms that staff are occupying.

c) **School kitchen**

If the school kitchen is open your Janitor should discuss with the Kitchen Supervisor/ Cook-in-Charge methods of minimising the heating required for its operation.

d) **School swimming pool**

Advice regarding the operation of the pool cover can be sought from the LES based energy management team.

I should be grateful if you and your staff would continue to support the aims of Glasgow City Council's energy management policy. If you require further information on any of the above, please do not hesitate to contact LES based energy management team.

Maureen McKenna
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