I. Purpose

The purpose of this regulation is to establish responsibilities and operating procedures for the management of utilities by the Office of Facilities Services.

II. Scope

This regulation is applicable to all personnel providing utilities support services from the Office of Facilities Services.

III. Objective

To provide operating utilities and technical support services supporting the proper maintenance and operation of school facilities.

A. Operating Utilities

To ensure that all operating utilities required for continuous operation of instructional and administrative programs are provided.

B. Operating Utility Philosophy

In providing operating utilities for the School Division, the Office of Facilities Services will:

1. Budget for operating utilities Divisionwide;
2. Process all utility bills for payment;
3. Monitor operating efficiencies;
4. Evaluate energy costs;
5. Provide quarterly energy usage reports;
6. Selection of energy suppliers; and
7. Maintain liaison for third party contracts.

C. Description of Services

1. Electric Service:
Electric service is provided by private corporations, public corporations, and municipalities. Service areas are determined by geographical boundaries.

2. Heating Fuels:

Heating fuels are electricity, natural gas, liquefied petroleum gas, and #2 oil. Electricity is provided as described previously. Petroleum fuels are provided by private corporations and companies. Natural gas service areas are determined by geographical boundaries.

3. Water and Sewer Services:

These services are provided for all facilities by private corporations and municipalities. Services are determined by geographical boundaries. Consumption is recorded in gallons for each location.

4. Motorized Fuels:

Motorized fuels are provided by private firms and corporations who are regulated by state and federal regulations. Fuels consumed are diesel and unleaded gas.

5. Grounds Equipment Fuels:

Fuels for custodial grounds equipment is delivered as needed, in small U.L. approved containers, and stored in cabinets.

The Associate Superintendent for Finance and Support Services (or designee) is responsible for implementing and monitoring this regulation.

The Associate Superintendent for Finance and Support Services (or designee) is responsible for reviewing this regulation in 2020.