



STATE OF HAWAII
DEPARTMENT OF EDUCATION
P.O. BOX 2360
HONOLULU, HAWAII 96804

ACTION REQUIRED

OFFICE OF FACILITIES AND OPERATIONS

May 22, 2020

TO: Deputy Superintendent
Complex Area Superintendent
Principals (All)
Head Custodians

FROM: Randall M. Tanaka
Assistant Superintendent

SUBJECT: **Request for a Temporary Shutdown of Air Conditioning Units and Systems**

In an ongoing effort to manage the cost of operations, one key area is energy consumption. For the past few years we incur a budget shortfall of \$5,757,285 for electricity.

A suggestion by The Office of Facilities and Operations (OFO) is a temporary shutdown of air conditioning (AC) units and systems for all school facilities effective immediately. Scheduled system use will resume as early as mid-to-late July or when requested to be restarted.

Process:

- Prior notification to Complex Area Superintendents.
- Confirmation and authorization to proceed by the CAS to Facility Maintenance Branch.
- AC vendors will turn off units at schools after performing maintenance service. This will ensure system programming is retained.
- School custodians shall partly open at least some louvres/vents for each room to allow for passive airflow. If this is not possible then manually open windows and doors for each classroom at least once every week to vent out rooms and prevent mold growth.
- Turn off portable and window AC units.
- When feasible, AC for administration offices, libraries, and band rooms will remain on to protect books, files and instruments.
- All devices using electricity to be turned off. Please turn off EVERYTHING electrical that is not being used.
- Spot inspections may be conducted to insure proper air circulation is happening in the classrooms.

Frequently Asked Questions:

- Can we continue running the central plant for drying wax? The central plants may not be used for drying wax. Please use passive (opening windows and doors) and forced (blower fan) ventilation.

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- We cannot exchange air once a week. The months of May, June, and July are the dry season in Hawaii. The average relative humidity in Hawaii in the period is expected to be between high 50s to low 60s. Generally speaking, the possibility of mold is very low with no or once a month exchange of air. The situation may differ depending on the local weather. In areas where there is a history of mold, please exchange air on a dry day after a rainy or humid day at a minimum.
- Todd Shimabukuro, Interim School Custodial Services Superintendent of Facilities Maintenance Branch, best practice and recommendation for floor waxing. A higher percentage of solids in a finish will generally take longer to dry because it provides a thicker barrier of protection. Most schools use finishes with about 25% or more solids content. Recommendation to the schools affected by the AC shutdown will be to use a finish with a 16% to 20% solids content. We recognize that every school is different and other challenges or issues are presented.

Adhering to this temporary shutdown schedule may cause some inconvenience to staff at the schools, however the reduction of energy consumption will save millions of dollars and will allow OFO, Auxiliary Services Branch to pay for May and June electric bills.

If you feel that your school should be exempt, please submit an AC Shutdown Waiver Form by clicking on the link: bit.ly/OFOAC

Should you have any questions, please contact Jeremy Koki, Auxiliary Services Specialist at, (808) 586-3452 or via email at Jeremy.Koki@k12.hi.us.

RMT:jk

Attachments: 1) Applying Floor Finish in Humidity
2) Top Scrub Procedure

c: Superintendent
Facilities Maintenance Branch
Auxiliary Services Branch