

Implementation Guidelines for Energy Conservation

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Responsibilities for energy conservation:

- Every person – faculty, staff and students – is expected to be an energy saver.
- Faculty and staff are responsible for implementing the guidelines within their classrooms and offices.
- Custodians are responsible for control of energy usage in common areas, such as hallways.
- Building supervisors are responsible for the total energy usage of his/her building.
- The Energy Manager performs routine audits of all facilities and communicates the audit results to the appropriate personnel.
- The Energy Manager is responsible for suggesting adjustments to the university's Energy Management System, including temperature settings and run times for HVAC and other controlled equipment.
- The Energy Manager provides regular reports to building supervisors indicating energy savings performance.
- Facilities Management personnel are committed to and responsible for maintaining a safe, healthy learning, working and living environment through preventive maintenance and monitoring of facilities and systems.

General guidelines

- Classroom doors shall remain closed when HVAC is operating. Doors between conditioned space and non-conditioned space shall remain closed at all times.
- The Energy Manager will use data loggers to monitor relative humidity, temperature and light levels throughout campus buildings to ensure compliance with these guidelines.
- All exhaust fans should be turned off daily.
- All office machines, such as copiers and printers (excluding fax machines), shall be turned off each night and during unoccupied times.
- All computers, monitors and speakers should be turned off each night and during unoccupied times. Network or otherwise sensitive equipment is excluded.
- All PC's should be programmed for "energy saver" mode using the power management feature.
- Monitors should be turned off if inactivity is expected for 10 minutes or more or monitor "sleep mode" should be set for 10 minutes.
- Personal refrigerators in office areas should be limited. When necessary, larger refrigerators should be shared rather than using multiple personal refrigerators.

Temperature Guidelines:

- Cooling season occupied temperature set points: 74° - 78°
- Cooling season unoccupied temp. set point: 85°
- Heating season occupied temperature set points: 68° - 72°
- Heating season unoccupied temp. set point: 55°

Air Conditioning Equipment

- Occupied temperature settings shall not be set below 74° unless that area is identified as a critical environment that requires cooling below 74°.
- During unoccupied times, the air conditioning equipment shall be off.
- Air conditioning start times should be adjusted, depending on weather, to ensure student and faculty comfort when classes begin.
- Outside air dampers shall be closed during unoccupied times.
- Ceiling fans should be operated during occupied times in all areas that have them.
- Relative humidity levels shall not exceed 60% for any continuous 24-hour period.
- Air conditioning should not be used in classrooms at any time unless the classrooms are being used for instruction or other activities. Unoccupied classrooms should not be air conditioned in summer months.
- Ensure dry food storage areas are maintained within code requirements – typically, this is 55° – 75° and 35% - 60% relative humidity.

Heating Equipment

- Occupied temperature settings shall not be above 72° unless it is a critically controlled environment.
- The unoccupied temperature setting (55°) may be adjusted to 60 only during extreme weather. Certain labs and critical areas may be exempted from the setback requirement.
- The unoccupied time shall begin when the students, faculty or staff leave an area.
- During the spring and fall when there is no threat of freezing, all steam and forced air heating systems should be switched off during unoccupied times unless required to maintain a sensitive environment. Hot water heating systems should be switched off using the appropriate loop pumps.
- Ensure all domestic hot water systems are set no higher than 120° (140° for dishrooms).
- Ensure all domestic hot water re-circulating pumps are switched off during unoccupied times.
- In applicable areas with heat pumps, ensure a 6° dead-band between heating and cooling modes.
- Personal space heaters are not permitted except in spaces that cannot be heated within the prescribed temperature guidelines

Water

- Ensure all plumbing and intrusion (i.e. roof) leaks are reported and repaired immediately.
- When possible, grounds watering should only be done between 4 am and 10 am. Avoid watering between 10 am – 4 pm.
- When spray irrigating, ensure the water does not directly hit the building.
- Ensure water sub-meters are installed on irrigation and cooling tower supply lines to avoid sewer charges.
- Reduce shower times to 15 minutes.
- Turn off the water when brushing your teeth or shaving.

Lighting

- All unnecessary lighting in unoccupied areas will be turned off.
- Faculty should make certain that lights are turned off when leaving the classroom.
- Utilize natural lighting where appropriate.
- The use of accent lighting (such as desk lamps) is encouraged in the place of overhead fixtures when sufficient. Accent lighting should not be left on during unoccupied times.
- All outside lighting will be turned off during daylight hours.
- Gym/arena lights should not be left on unless the courts are being utilized.
- All lights will be turned off when occupants leave the area. Custodians will turn on lights only in the areas in which they are working.
- Refrain from turning lights on unless definitely needed. Remember that lights not only consume electricity but also give off heat that places an additional load on air conditioning equipment.
- Incandescent bulbs should be replaced with compact fluorescent bulbs when they burn out.

All faculty, staff and students are expected to adopt, observe and implement these guidelines as provided. The guidelines are not all-inclusive and may be modified.