



ADMINISTRATIVE PROCEDURE

TITLE: Strategic Energy Management

ADMINISTRATIVE PROCEDURE # 6650

RELATED TO POLICY # 6650 STRATEGIC ENERGY MANAGEMENT

These guidelines will help members of the College community play a role in promoting efficient energy use.

1. Offices, Classrooms, and Common Space Energy Efficiency: The Individual's Role:

Each member of the UCC community should strive to make office spaces, classrooms, and shared spaces more energy efficient. The following is a non-exhaustive, illustrative list of steps to take to use less energy:

- a. Employ general energy saving measures, such as turning off lights and equipment when leaving a room.
- b. Lighting devices that produce excessive heat (such as halogen lamps) are prohibited.
- c. The use of space heaters is prohibited.
- d. As lights burn out or new construction takes place, Facilities Services will replace all Incandescent light bulbs with compact fluorescent light bulbs or LEDs.
- e. Computers, printers, copiers, scanners, etc. should be set on energy saving settings, such as sleep mode. (Offices only)
- f. Use energy-saving technologies ("smart" energy strips, timers, sensors) whenever possible.
- g. All plug-in devices, including cell-phone chargers and other charging devices, should be unplugged when not in use.
- h. Close windows and exterior doors to prevent loss of conditioned air.
- i. When possible, set thermostats at the highest bearable temperature in warm weather and the lowest bearable temperature in cool weather if applicable.
- j. Report equipment failures to Facilities Management through the Help Desk.
- k. During the heating season, open blinds, drapes, and curtains to allow in heat from the sun. At night, or on cloudy days, close them to keep the heat in.
- l. During the cooling season, close blinds, drapes, and curtains to block direct sunlight.

- m. Be proactive. Take personal responsibility for energy efficiencies and contact a member of the Facilities Council to see how the problem can best be addressed.
- n. Help others be energy efficient. Seek energy efficiency advice from the Director of Facilities Director at: Ext. 4698, or our Energy Champion at Ext.7843.

2. Space Heaters and Personal Appliances

- a. ***Personal Appliances such as microwaves, refrigerators, coffee pots, fans, and space heaters are not allowed on UCC property unless specifically approved by the Director of Facilities.***

UCC provides a breakroom area in most buildings that have approved appliances. Additional appliances result in increased risk of overloading electrical circuits as well increasing energy usage, demand, and additional energy costs. Personal appliances create safety hazards if commercial Underwriters Laboratory (UL) ratings are not met or if they are not properly maintained. Any unauthorized appliances left on campus facilities, including personal cooling, food storage, and heating appliances, may be removed and disposed of if owner is found to be noncompliant only after the following actions have occurred: notification of noncompliance is sent to the individual/office; an opportunity to appeal the noncompliance ruling is provided, along with the manner in which to appeal; and the owners are notified that the appliances will be held by Facilities for a specified period of time for the owners to retrieve the items.

- b. ***The use of space heaters is not permitted in UCC buildings*** because they are grossly inefficient and may pose a significant fire hazard. UCC faculty and staff members who feel that their work environment is too cold should contact Facilities at ext. 4671. Fans, heaters, air cleaners, and purposely blocked vents are signs of occupant discomfort and may signal something is wrong that needs to be addressed. Facilities Services will evaluate the space conditions to determine the appropriate solution.
- c. The College will allow the use of personal radiant electric heaters only if the College temperature guidelines cannot be met with the building heating system or if a documented medical condition requires accommodation.
 - i. An exception requires a written treatment plan must be provided from a healthcare provider to Human Resources.
 - ii. Facilities Services will evaluate the space conditions and approve or disapprove the use of a radiant heater.
 - iii. Heaters purchased for use must be of the type and wattage approved by Facilities or purchased through Facilities by the requesting department.

- iv. The heater must be turned off when leaving for the evening, weekends, and holidays. Heaters shall only be used when truly necessary.
- d. Excessive heating of a space on campus above the UCC Temperature Guidelines will be reported to Facilities Services so heating levels can be adjusted. The use of any electric heater to offset cooling system operation in the summer shall not be permitted.

3. UCC Temperature Guidelines

To maintain reasonable comfort and lower energy expenditures, UCC has adopted the following temperature standards. Temperature guidelines are designed to be maintained during normal business hours as well as scheduled events and/or classes processed through the Resource 25 (25 Live) software program.

a. Heating

Winter heating temperatures will be set at 68-70 degrees during the normal business hours. Temperatures will be set at 60 degrees during the nights, weekends, and holidays (unscheduled times). Consideration will be made for sensitive laboratories and other areas with environmentally or temperature sensitive equipment or objects such as computer labs.

b. Cooling

Summer thermostat settings (air conditioning) will be set at 74-76 degrees during business hours. Temperatures will be set at 80-85 degrees during nights, weekends, and holidays (unscheduled times). Any exceptions to these guidelines must be approved by the Director of Facilities and Security. Students, faculty, and staff are expected to dress appropriately for each season.

c. Building Usage and Scheduling

Facilities Services schedule many buildings for night and weekend temperature setbacks during unoccupied periods in order to increase building efficiency during low-demand periods. Every attempt will be made to accommodate special events, class schedule changes, and other changes to these occupancy schedules when requested. Department and Event Schedules should be emailed to Facilities for implementation prior to the expected date requiring an alternate schedule. When feasible, UCC should take energy efficiency and energy cost savings into consideration when scheduling classes and other activities. For example, evening, weekend, summer and winter-session classes should be scheduled to meet in the smallest number of buildings necessary to accommodate academic function and achieve highest possible energy efficiency.

4. Lighting

- a. Interior lighting will be fluorescent or LED whenever possible. New energy saving lamps and ballasts will be used to replace existing less efficient lighting whenever economically feasible and appropriate. Fluorescent lamps will be replaced with high efficiency LED lamps when re-lamping is required.
- b. Exterior lighting will be LED whenever possible, and will meet minimum current safety requirements. Lighting levels recommended by the most recent edition of the IES (Illuminating Engineering Society) Lighting Handbook shall be used as guidelines.
- c. Accommodations can be made for individuals that need full spectrum lamps as advised by their physician.
- d. Where feasible and cost-effective, occupancy/motion sensors (ultrasonic or infrared) will be installed to reduce or turn off lights in unoccupied areas. Day lighting controls will be installed to automatically adjust lighting levels in areas where appropriate.
- e. LED task lighting, such as an LED desk lamp, should be considered to allow a reduction in area light levels.

5. Computing

The College shall promote the establishment of energy-efficient standards on all IT equipment connected to the College IT network and energy distribution systems.

6. College Closure Periods

During periods of closure, such as nights, weekends and holidays, buildings will be heated and cooled at temperatures outlined in the established Temperature Guidelines.

- a. The Special Events Manager and Facilities Director will be responsible for working with Event Coordinators to process requests for exceptions to this policy.
- b. During extended closures, such as the winter holiday, the college will follow hard shutdown procedures:
 - i. Lights will be turned off to egress levels. Staff and faculty shall turn off electronics and appliances (defrost and empty refrigerators) including computers in labs and offices, all copiers, and other office equipment.
 - ii. Facilities staff will unplug water fountains, and turn off hot water heaters. Restrooms will be cleaned, toilets flushed and trash removed prior to shutdown to maintain minimum sanitary conditions. Other college departments will follow additional guidelines developed for shut down periods.
 - iii. Plans for temperature setbacks and shut down of other electronics, appliances, lighting, and other energy draws over extended closures will be communicated to the campus community by email.

RESPONSIBILITY:

The Director of Facilities and Security is responsible for implementing and updating this procedure.

NEXT REVIEW DATE:

DATE OF ADOPTION: 11/27/2018 CC

DATE(S) OF REVISION:

DATE(S) OF PRIOR REVIEW: