

# *Policies and Procedures*

<i>SECTION:</i> <b>Administration</b>	<i>NO.</i> <b>2.3.2.</b>			
<i>CHAPTER:</i> <b>Facilities</b>	<i>ISSUED:</i> 5/8/81	<i>REV. A</i> 7/18/94	<i>REV. B</i> 10/18/05	<i>REV. C</i> 3/16/16
<i>POLICY:</i> <b>Energy Conservation</b>	<i>PAGE 1 OF 3</i>			

## **PURPOSE**

The purpose of an Energy Conservation Program is to establish recognition and understanding of energy saving policies and techniques used by the University on a day-to-day basis.

The objectives of this Energy Conservation Program are to:

- Establish guidelines for the proper management of our energy resources: domestic water, gas, steam, chilled water and electricity;
- Control the waste of natural resources;
- Maintain comfortable and safe environmental conditions in University buildings at the lowest cost;
- Provide awareness to faculty, staff, and students in the day-to-day practice of energy conservation.

## **POLICY**

The following are temperature set points for different occupied space needs:

	Cooling	Heating
Office Space	74° F	70° F
Classrooms	74° F	68° F
Living Quarters	74° F	70° F
Laboratories	72° F	68° F
Public Areas	74°F	68°F

Areas noted above will be maintained at set point within a plus or minus 2°F.

### Exceptions

Facilities Management is aware that there are areas in some buildings that require special consideration with regard to heating, cooling, humidification and dehumidification. These needs will be addressed on a case-by-case basis. To request special consideration, enter a Facilities work request online at <http://www.creighton.edu/vpadmin/facilities/servicerequestform/>.

At times, the space temperature may vary between cooling and heating set points depending on the capabilities of the existing equipment and control system. These specific temperatures shall be set on the governing thermostat and no supplemental heating or cooling shall normally be provided should the outside air temperatures cause a minor variation. A seasonal system change over the fall and spring require some building systems to be switched between heating and cooling. This timing is based on prevailing weather patterns, building usage and the campus HVAC systems and controls. This is a

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<i>POLICY:</i> <b>Energy Conservation</b>	<i>PAGE 2 OF 3</i>			

manual switch over and is not immediately reversible. Indoor temperatures might drift beyond the comfort guidelines during these seasonal changes. Also, during times of extreme peak cooling days, space temperatures may reach 78°F or higher.

## **SCOPE**

Energy conservation is the responsibility of all employees of the University.

## **PROCEDURE**

### **METHODS OF ENERGY CONSERVATION**

Practices to be implemented by faculty, staff, and students:

- Turn off all lighting in unoccupied areas (even for brief periods). Do not rely on automatic sensors;
- Do not turn off office equipment or computers. All office equipment and computers have energy conservation “sleep modes” that accomplish our energy conservation needs while allowing for after-hours remote maintenance;
- Close windows and exterior doors. Open windows and doors may send erroneous information to the thermostats causing excess energy use. Open windows and doors in the winter can also cause freeze-ups in radiators near windows and result in broken water pipes;
- Building occupants are expected to participate in Energy Curtailment. A curtailment notification would be sent out by a Facilities Alert message. The goal is to shut off as many electrical components in your area that you can do without. The curtailment is typically only for a couple of hours during the hottest summer days. Turn off all non-essential lights, coffeepots, fans and monitors;
- Notify Facilities Management if a space heater is considered necessary for adequate warmth as it may indicate that the heating system is malfunctioning. This may be accomplished by entering a Facilities work request online at <http://www.creighton.edu/vpadmin/facilities/servicerequestform/>
- Report any obvious malfunctions or abuses of energy on the campus to Facilities Management;
- Keep items away from thermostats; follow temperature set points and do not adjust thermostats.

Practices to be implemented by Facilities Management:

- Manage the day-to-day operations of the University’s buildings and grounds;
- Maintain and repair all University HVAC equipment;
- Maintain a close watch on the development of new technologies industry-wide to help the campus achieve the best possible results. Promote and participate in conservation programs;

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<i>POLICY:</i> <b>Energy Conservation</b>	<i>PAGE 3 OF 3</i>			

- Comply with procedures for the purchase and installation of lab equipment and appliances that meet reasonable energy usage requirements. All new equipment will be high efficiency and be required to be Energy Star Rated, if applicable. The Purchasing Department will review requests for new appliances with Facilities Management identifying the impact of the purchase on the building or space environments;
- Promote and celebrate Earth Day annually through activities sponsored by the Sustainability Council, the Schlegel Center for Service and Justice, GreenJays, and others;
- Comply with code and regulations which dictate methods and means of energy conservation;
- Develop and implement load shedding opportunities to shut down equipment to reduce peak demand of energy;
- Evaluate the use of renewable energy consumption such as solar power and wind power to decrease consumption of fossil fuels;
- Design all new buildings and space remodel projects with products and systems that minimize energy consumption. Examples include use of motion detectors for light switches and use of window covering as an insulator or a means of passive solar heat gain;
- Encourage substantial reduction of heating temperatures and cooling temperatures during times when the University is closed for business;
- Maintain the appropriate space temperature for all building areas;
- Accomplish preventive maintenance designed to ensure that all University energy consuming equipment operates efficiently and within its capability;
- Operate a computerized energy management system to ensure the most economical use of heating and cooling equipment while also maintaining reasonable, environmental conditions;
- Follow Sustainable Design Process and Policy already in place and update as necessary;
- Follow recommendations set forth in Climate Action Plan of 2013.

## **ADMINISTRATION AND INTERPRETATIONS**

For guidance in administering and interpreting this policy contact Facilities Management.

## **AMENDMENTS OR TERMINATION OF THIS POLICY**

Creighton University reserves the right to modify, amend, or terminate this policy at any time.