

PURPOSE:

To establish definitions, guidelines and practices that will help to lower the University's energy consumption, and support greenhouse gas emission reduction goals.

SCOPE:

The policy is applicable to all university staff, faculty and students. This policy is applicable to all Elon University owned or leased facilities.

DEFINITIONS:

- Heating Season – is defined as the period from early November to early April.
- Cooling Season – is defined as the period from mid-April to late October.
- Changeover – the transition period from heating to cooling or cooling to heating. Building systems will not be able to alternate between heating or cooling on a daily basis but space temperatures are expected to be within comfort zones due to the typically mild outdoor temperatures.
- Occupied hours – Monday – Friday, 8 a.m. to 5 p.m. for most routine office uses. Occupied hours are extended to 10 p.m. for classroom use and may include weekends to accommodate extended building schedules and activities. All other hours are considered as **unoccupied**. Residence halls are considered as occupied 24/7.
- Setpoint temperatures (occupied) – during the heating season, space temperatures are targeted at 68°F and between 74° - 76°F during the cooling season during occupied hours. These setpoint temperatures are within the range that is acceptable for 80 percent of building occupants per *ANSI/ASHRAE Standard 55-2004, Thermal Environmental Conditions for Human Occupancy*.
- Setpoint temperatures (unoccupied) – during off hours and weekends, temperatures will be adjusted to be as low as 55°F during the heating season, and as high as 85°F during the cooling season.

POLICY:**1. Lighting**

- a) Employees and students shall make every effort to reduce the amount of energy associated with lighting in all University facilities by:
 - Turning lights off in unoccupied spaces.
 - Discontinuing the use of incandescent lighting wherever more efficient lighting is possible such as when compact fluorescent bulbs can be used.
 - Maximizing the use of natural light and turning off all nonessential lighting whenever possible.
 - Utilizing task lighting in lieu of overhead lighting when appropriate.
 - Turning off exterior building architectural lighting between 11:00 pm and 6:00 am.

- b) Personal safety shall not be compromised from lighting energy reduction decisions

2. Heating and Cooling

- a) Every effort will be made to maintain the occupied temperature in all University facilities at 68 degrees in the winter and 76 degrees in the summer. The relative humidity will be maintained between 20 to 60% with appropriate air circulation inside the facilities. Research spaces and other areas requiring critical temperature settings will be accommodated in consultation with the Physical Plant staff.
- b) The temperature during low occupancy or unoccupied periods in all University facilities will be allowed to cool down to 55 degrees in the winter and warm up to 85 degrees in the summer.
- c) Employees and students with manual control (e.g. an operable thermostat) of the equipment which heats or cools their space shall operate the equipment so that the least amount of energy is consumed (for example, operate the equipment only if the space is occupied and the outdoor temperatures are outside the seasonal set point temperatures). Every effort should be made to stay within the accepted set points in paragraph 2.a.
- d) Some facilities do not have sophisticated control systems to allow tight temperature control of HVAC systems. These facilities will be monitored and controlled manually to be within the above standards as close as reasonably possible.
- e) Every effort should be made to improve the utilization of our buildings by consolidating activities from lower utilized buildings into higher utilized buildings. This will allow building heating, ventilating and air conditioning systems run times to be reduced, resulting in energy savings.
- f) Only Physical Plant labeled and issued portable electric heaters are permitted. Portable electric heater use will only be authorized (by the Physical Plant Director or designee) in locations where Physical Plant cannot maintain the space within the parameters as set forth above. No other use of electric heaters is allowed and unauthorized heaters will be removed.

3. Computers

- a) Computer power management software shall be enabled on each machine to minimize the consumption of electricity when computers are not in use. This excludes computers performing unique computational functions.
- b) Computers purchased with University funds are required to be ENERGY STAR and EPEAT labeled unless suitable justifications are approved by the Assistant Vice President for Technology/CIO. Energy saving features shall be enabled on each individual machine.

- c) Peripheral equipment, including data projectors, DVD players, monitors, speakers, etc., shall be turned off whenever possible.
- d) Students are encouraged to turn off and unplug gaming consoles when not in use (some brands use almost as much turned off as when turned on).

4. Office Equipment

- a) All powered office equipment shall be turned off or placed in standby mode when not in use, unless it is detrimental to the operation of the equipment to do so. Items such as copiers, printers, calculators, shredders, etc., should be turned off at the end of the work day.
- b) Office equipment quantities shall be reduced through consolidation to central locations for shared use whenever possible.
- c) Office equipment is required to be ENERGY STAR labeled unless approved by the Director of Purchasing.

5. Appliances

- a) Employees
 - Non-University provided appliances (such as coffee makers, refrigerators, freezers, microwaves, toasters, and televisions) may only be used if approved by the department head or supervisor in charge of the area.
 - University purchased appliances shall be reduced through consolidation to central locations within buildings for shared use whenever possible.
 - All new or replacement appliances purchased with University funds are required to be ENERGY STAR labeled unless specifically approved by the Director of Purchasing. All new or replacement televisions shall be an LCD type unless there is a justifiable need for another specified type and it is approved by the Director of Purchasing.
 - All appliances shall be turned off when not in use, unless it is detrimental to do so (for example a refrigerator or freezer).
- b) Students
 - All appliances shall be turned off when not in use unless it is detrimental to do so (for example a refrigerator or freezer).
 - Students are encouraged to bring to campus only appliances with the ENERGY STAR label.

6. Fume Hoods

- o Fume hood sashes are to be closed when not being accessed to minimize energy use and provide improved lab safety.

- Fume hoods that won't be used for a long period of time should be brought to the attention of Physical Plant for proper layaway.

RESPONSIBILITIES:

University Faculty, Students and Staff - are responsible for:

1. Recognizing that energy conservation is important to the University's fiscal health and environmental goals.
2. Complying with the policy.
 - Take actions to conserve energy and reduce energy waste.
 - If faculty, staff or students have ideas on energy conservation or wish to report energy waste, they should:
 - Inform the appropriate Dean or Vice President
 - In Openly Assigned Classrooms/Laboratories and Seminar/Meeting Rooms – inform the leader in charge of the user group
 - Inform Physical Plant through their website at <http://www.elon.edu/fixit/> or call Physical Plant at 278-5500
 - Inform the Office of Sustainability at 278-5229 or via email at sustainability@elon.edu

Supervisory Personnel - are responsible for:

1. Coaching employees to comply with this policy and communicating the results of the University's energy conservation efforts to staff on a regular basis.
2. Recognizing and celebrating successes.

Physical Plant - is responsible for:

1. Monitoring energy consumption and providing summary reports to stakeholders.
2. Developing and monitoring programs to affect energy consumption reductions.

The Environmental Advisory Council - is responsible for:

1. Providing recommendations regarding Energy Conservation Policy revisions.
2. Monitoring energy consumption to determine additional actions as may be appropriate.