

# SAP 51.99.99.T0.03 Energy Usage Standards



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## Procedure Statement

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Due to the large usage of utilities and because energy represents a significant cost, energy conservation is a vital concern. Energy management is the most effective method available to minimize the continually rising cost of energy consumed in buildings. By applying effective energy management practices and procedures, energy waste can be eliminated.

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## Reason for Procedure

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The purpose of this Standard Administrative Procedure (SAP) is to define standards for energy conservation that support an effective learning, teaching, and working environment.

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## Procedures and Responsibilities

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### 1. BUILDING TEMPERATURE STANDARDS

- 1.1 In order to conserve energy and provide building temperature ranges conducive for learning, teaching and support staff, Tarleton facilities will adhere to the following Building Temperature Standards.

<u>Occupancy</u>	<u>Heating Setpoint Range</u>	<u>Cooling Setpoint Range</u>
Occupied	70 +/- 2 deg. F	74 +/- 2 deg. F
Unoccupied	>55 deg. F	< 85 deg. F

- 1.2 If a building requires temperatures outside of the building temperature standards, the following procedure will be followed:
- 1.2.1 Contact the SSC director of energy and utility operations with a request via email that includes the following information: (a) location of the temperature change; (b) reason for the temperature change; (c) what will happen if the temperature is not changed.

- 1.2.2 The SSC director of energy and utility operations (director) will review the request and meet with the requestor and/or the department head and the dean and/or the vice president for finance and administration (VPFA) (or his/her designee) to determine if there are alternatives and provide a response to the requestor.
  - 1.3 The director manages the consumption of utilities on campus and enables temperature setbacks during unoccupied periods in buildings on the Tarleton campus.
    - 1.3.1 During unoccupied hours, temperatures in buildings will be allowed to vary within the range of 50°F to 85°F. The director will provide the building manager with a schedule of the building setbacks.
    - 1.3.2 When a building has an activity outside of normal operations hours for the building, the building manager will email the director at least 24 hours before the event occurs so that proper heating, ventilation and air conditioning (HVAC) will be available for the activity (normal operation hours for buildings vary, but normally are from 7:00 a.m. to 10:00 p.m. Monday thru Friday).
    - 1.3.3 When working after normal hours or on weekends, the Control Center should be contacted for HVAC at extension 9265. The Control Center is authorized to turn on the HVAC for the specific area for one hour. Additional time may be requested as needed by calling the Control Center.
    - 1.3.4 If the temperature in your area is not properly regulated for any reason, contact the Control Center in order for necessary adjustments to be made. Do not use space heaters or fans unless you have reported a problem and there is a reason your space temperature cannot be adjusted to maintain the proper temperature range.

## 2. CONVENIENCE APPLIANCES

- 2.1. In order to reduce the use of convenience appliances such as microwave ovens, toasters, refrigerators, and hot plates, it is requested that all uses of such energy-consuming devices be shared by the employees in the area of their use.

## 3. COPY MACHINES

- 3.1. Employees are requested to turn off all copy machines in their offices or area when leaving at the end of the day.
- 3.2. Set copy machine to “sleep mode” when idle during the day.

## 4. LIGHTING

- 4.1. Turn off office lights when leaving office, even for a short period of time.

- 4.2. The last person leaving the classroom or building in the evening is requested to turn off all lights whenever possible.

## 5. ELAVATORS

- 5.1. Use the stairs whenever possible in lieu of using the elevators.

Energy efficient operations allow Tarleton to save on energy costs, reduce the CO<sup>2</sup> gases in the environment, and conserve the earth's resources. If you have suggestions for increased energy efficiency, please contact the SSC director of energy and utility operations.

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### **Contact Office**

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