Holy Cross

Policies and Procedures Manual

Title:	Campus Energy Conservation Policy
Policy Administrator:	Associate Director, Planning and Operations
Effective Date:	Apr-01-2011
Approved by:	Vice President for Administration and Finance

Purpose:

The Physical Plant Department is tasked with implementing an energy policy for the campus. This policy has been developed to ensure the efficient consumption of energy resources and it is also in line with initiatives to become and environmentally sustainable campus.

Policy:

Space Temperature Settings

Temperature settings will be standardized across campus with a target of 70 degrees in the winter and 74 degrees in the summer. Since there is not a thermostat in every space, our goal is to provide average temperatures at these numbers, however actual measurements in individual spaces will likely vary by a couple of degrees.

Procedures:

Physical Plant has a central building energy management computer system to set temperatures in many of the spaces on campus; however, there are still many locations with individual thermostats where occupants have control of their local temperature as well as numerous locations with window air conditioners. It is essential that individuals with these controls adhere to the spirit of this policy. Physical Plant will periodically spot check areas for temperature settings.

As with any policy, exceptions will be permitted for specific situations such as:

- Research or computing facilities requiring specific temperature settings.
- Conference spaces generating income for the College.
- Areas with special collections.

Physical Plant will also work with building managers for unusual types of spaces such as the Hart Center to come up reasonable solutions while still meeting the aims of this policy.

Night Temperature Setback

The buildings with computer control of the temperatures also have the ability to be varied at specific times of the day. Administrative, office and classroom areas will be adjusted to have further energy reductions from 8:00 P.M. to 7:00 A.M. and on days when the college is closed or on the weekends. Special events outside the normal occupancy hours must be scheduled in consultation with Physical Plant. Notices must be received 48 hours prior to the scheduled event in order to ensure that HVAC settings are set appropriately and any personnel matters can be settled in advance.

Work Area Space Heaters

If a space heater is required in a localized area, departments should only use high efficiency radiant heaters. High efficiency radiant heaters are now available that use 170 watts at an estimated annual cost of $24 per year. Although the use of these heaters is discouraged, exceptions may be made via a request to work control at extension 2263. Individual departments are responsible for the initial costs of these high efficiency radiant heaters. Physical Plant will provide funding for the heaters if proper set point temperatures in a localized area cannot be maintained without the benefit of space heaters.

The following heaters are approved for campus use:

Berko 202SL panel
Qmark 202SL panel
Cozy Legs TCL panel

Space heaters must be turned off and unplugged when the work area is not occupied.

Student Housing

Student housing is controlled through the central computer system with the exception of Loyola and Williams Hall. These buildings have individual thermostats and students are asked to keep the maximum heating setting at 70 degrees. Air conditioning for summer conferences must be approved in advance by the Vice President for Administration and Finance.

Student room temperatures will be adjusted to the following schedule:

- Average Temperature 70º (5 A.M. – 9 A.M.) & (5 P.M. – 1 A.M.)
- Other time periods 65 º

Additional Ways to Help

You can also help with the following actions:

- Report observations of excessive energy use and concerns to Physical Plant at x2263.
- Reduce space lighting by using fluorescent desk lamps instead of ceiling lights where possible; turn off all lights when leaving the room.
- When not in use computers should be shut down, or set to standby or hibernate mode. External monitors should be shut down when not in use. Consider changing your system backup schedules to run during the day rather than leaving your machine on overnight, and remember to turn off printers, scanners and other peripherals when not in use. (Note: Screen savers do not reduce energy use!)
- Turn off coffee makers, printers, and copiers when leaving at night and for the weekend.
- Keep exterior doors and windows closed unless it is a nice day out. Close the window when you leave the space.
- Laboratory fume heads should be shut down or closed when not in use to minimize exhaust needs.
- Unless necessary - take the stairs instead of the elevator.
- If you use either a ceiling fan or a small fan to move air for comfort, do not leave it running when you are away from your desk.
- Dress appropriately for the weather and have additional clothing available in case you are too cold in your space.

It does not use more energy to turn equipment on and off.

Forms:

Title
Title

Related Information:

Title
Title

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