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 generally defined as the period from early November to early April.
- Cooling Season – is generally 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 for most non-residential buildings are: Monday – Friday, 7 a.m. to 6 p.m for office buildings and academic buildings during non-academic periods, and 7am to 10 pm for academic buildings during academic periods. However all classrooms and other spaces that are scheduled through the 25 live reservation system are determined as occupied or unoccupied by that schedule and will be controlled accordingly. All other hours are considered as unoccupied. Residence halls are considered as occupied 24/7.
- Setpoint temperatures (for occupied spaces) – during the heating season are targeted at 69°F heating and 74°F cooling for offices and academic buildings and 70°F - 72°F for residential facilities. These setpoint temperatures are well within the range that "is acceptable for 80 percent of building occupants per *ANSI/ASHRAE Standard 55-2004, Thermal Environmental Conditions for Human Occupancy"* and therefore comfortable for the vast majority of people.
- Setpoint temperatures (for unoccupied spaces) – 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 LED lights 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.

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 non-residential University facilities at 69 degrees in the winter and 74 degrees in the summer and for residential halls 70 degrees in the winter and 72 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 set-back temperature in University academic facilities during unoccupied periods will generally be allowed to cool down to 55 degrees in the winter and warm up to 85 degrees in the summer. This may vary based upon the buildings ability to recover occupied temperatures or as needed to control other environmental conditions.

c) Residential Hall set points are 55 and 80, apartments are 65 and80, Loy A-M is 55 and 80 and Loy N-S is 62 and 78, based upon actual condition requirements to control humidity levels while unoccupied.

d) Employees and students with manual control (e.g. an operable thermostat) of the equipment which heats or cools their space shall operate the equipment to the accepted set points in paragraph 2.a. Most thermostats are programmed and locked by Physical Plant to operate within these standards

e) Some facilities do not have sophisticated control systems to allow tight temperature control of HVAC systems. These facilities will be monitored and controlled manually by Physical Plant to be within the above standards as close as reasonably possible.

f) Every effort should be made to improve the utilization of our buildings by consolidating activities, such as consolidating the location of camps and conferences and limiting the locations of students who remain over breaks. This will allow building heating, ventilating and air conditioning systems run times to be reduced, resulting in energy savings.

g) Only Physical Plant labeled and issued portable electric heaters are permitted, and only in locations where Physical Plant cannot maintain the space within the parameters as set forth above. Portable electric heater use can only be authorized by the Physical Plant Director or designee. No other use of electric heaters is allowed and unauthorized heaters will be removed.

3. Computers and Office Equipment

a) Computer power management software shall be enabled on each machine in computer labs to minimize the consumption of electricity when computers are not in use. This excludes computers performing unique computational functions.

b) Electronics (computers, display monmitors, televisions imaging equipment) and office equipment purchased with University funds are required to be ENERGY STAR and EPEAT Silver labeled when such designations exist for the product type purchased unless suitable justifications are approved by the Assistant Vice President for Technology/CIO and/or the Director of Purchasing. 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).

e) 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.

f) Office equipment quantities shall be reduced through consolidation to central locations for shared use whenever possible.

4. Appliances

a) Employees
- Non-University provided appliances (such as coffee makers, refrigerators, freezers, microwaves and toasters) 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 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.

5. Fume Hoods

- 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. Enforcing the heating and cooling parameters of this policy
3. Developing programs and implementing projects to increase energy conservation.