

Procedure No. - 30.300

**ENERGY CONSERVATION POLICY**

Date Issued: 2/19/04

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Issue By: Finance and Administration

A. Purpose:

Clarion University is committed to a policy of energy efficiency and energy conservation in its current facilities and all new construction on campus. This policy identifies energy conservation as a significant issue for the entire campus community and outlines steps to address these issues and reach the energy goals of the University.

B. Policy:

It is the University's policy to reduce energy consumption whenever possible through the active efforts of its faculty, staff, and students in closing doors, turning off lights, and generally making positive efforts to conserve energy and through passive means such as installing energy-saving devices and lights, pursuing energy savings in its infrastructure and facilities construction plans, and continued implementation of the University's environmental control system.

C. Procedure:

1. Buildings

Windows and doors of conditioned spaces should be kept closed. Office equipment, lights, window air conditioners and personal heaters should be turned off when not in use. Power management features of personal computers should be enabled. As time and funding allow, buildings' mechanical systems will be tied into the University's environmental control system permitting central monitoring and change of building temperatures and energy consumption.

2. New Construction

New construction should be designed and built to minimize energy use. The most recent version of ASHRAE Standard 90.1 - Energy Efficient Design of New Buildings Except Low Rise Residential Buildings should be set as the minimum energy efficiency guideline, since it has been shown that further reductions in energy use are economically achievable. The

design process should include energy life cycle costing analyses. New construction should be added to the existing University's environmental control system for enhanced energy management capabilities. Alternative energy sources such as passive solar heating and heat recovery should be considered, as well as day lighting and other strategies for decreasing building energy consumption in accordance with green building concepts. Primary consideration should be given to connecting and/or extending central systems for heating, cooling, and other electrical and lighting systems. Year-round cooling needs should be met by utilizing the most energy efficient systems. All new construction should include utility metering (electricity, natural gas, steam, and water).

### 3. Lighting

Most lighting on campus is being retrofitted or upgraded to high efficiency fluorescent lighting with electronic ballasts. Remaining areas should be upgraded as funding is available. New construction and remodels should use high efficiency lighting and minimize incandescent lighting. Interior decorative lighting should be kept at a minimum and exterior decorative lighting should be discouraged. Lighting levels recommended by the Illuminating Engineering Society Lighting Handbook should be used as guidelines to avoid over-lit spaces. Increased use motion-activated light controls will be implemented as funding allows.

### 4. Heating

Control of room temperatures should be maintained at 69°F when occupied. This is generally accomplished by the Facilities Management Department setting the temperatures then locking down thermostats. The University's environmental control system will be used to control nighttime temperatures or other extended periods when facilities are unoccupied.

### 5. Cooling

During the warmer months, room temperatures should be maintained at 76°F when occupied. This will generally be done with the building's cooling system controlled by METASYS, unless alternate individual room units are provided.

If facilities are uncomfortably warm, employees should contact the Facilities Management Department via "FIXIT" on its web page or contact the work order center at X2361, before

opening windows. If windows are open when the building's cooling system is operating, this will unnecessarily stress the cooling system, and overall will result in a less desirable environment.

## 6. Purchasing

Energy efficient products should be purchased whenever possible. For examples, see the U.S. Environmental Protection Agency Energy Star products list. Recyclable and reusable products should also be purchased when feasible to reduce disposal costs.

## 7. Suggestions

Faculty, staff, or students with suggestions which may reduce energy consumption or costs should contact the Facilities Management Department at X1940.