

SOUTHWESTERN COMMUNITY COLLEGE	ADMINISTRATIVE ENERGY USE & CONSERVATION POLICY	Policy 3.02.09
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I. Policy Statement

Southwestern Community College is committed to promoting energy efficiency and conservation to benefit students, faculty, staff and the campus community. Beyond reducing utility costs, careful energy management helps protect the environment and extends the life of equipment while also maintaining a comfortable setting in which to learn, teach and work. This policy outlines new energy conservation practices and schedules for heating, cooling and using electricity in campus buildings; lists steps students, faculty and staff should take when using campus buildings; modifies purchasing practices for products and services and sets new energy-related requirements for renovation and construction projects. The policy also establishes a dedicated employee to encourage students, faculty and staff to contact and share ideas for additional energy savings.

II. Procedures

A. Heating & Cooling

1. Summer cooling settings should be within the target range of no less than 74 degrees Fahrenheit in occupied areas. Winter heating settings should be within the target range of no more than 71 degrees Fahrenheit in occupied areas.
2. In facilities with programmable thermostats, heating and cooling set limits shall be programmed to only heat or cool during normal occupied times providing adequate time to allow the systems to achieve set temperatures prior to occupancy. Facilities without programmable thermostats shall be set in accordance with recommended "occupied" temperatures found within this policy.
3. Areas with minimal use shall only heat or cool during occupancy (i.e. auditoriums, conference centers, gymnasiums, multi-purpose rooms, other special use areas, etc.).

B. Purchasing

1. Energy efficiency should be standard criteria in all requests for proposals, specifications and contracts for products and services.
2. Purchase ENERGY STAR-rated equipment when possible.
3. Purchase and install laboratory equipment that minimizes energy and water use.

C. Equipment

1. Prohibited equipment includes: Incandescent and halogen lighting without prior approval from Administrative Services.
2. Discouraged equipment includes: Office refrigerators, hot plates and personal heaters, except as needed to achieve specified temperature ranges and for medical purposes.

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D. Renovation and Construction

1. All renovation and construction projects shall comply with the NC State Building Codes and North Carolina General Statute 143-64.
2. Space shall be managed to reduce the need for new square footage whenever possible.
3. When zoning HVAC systems, ensure all areas within a zone are similar in their heating & cooling needs.
4. Space management practices should encourage co-locating programs with complementary schedules.

E. Campus Involvement and Personal Commitment

1. Faculty, staff and students are instrumental to the success of the Energy Use Policy. To support the energy conservation measures outlined in this policy, members of the campus community can take the following actions:
 - a. Dress for the weather (layers if necessary).
 - b. Turn off lights and equipment when leaving a room, even for short periods of time.
 - c. Ensure that lights and equipment are turned off in common areas at the end of the workday.
 - d. Ensure doors and windows are closed overnight and when the building is heating or cooling.
 - e. Unless required for remote access, turn off personal computers and equipment at night; configure to power down automatically when not in use.

F. Energy Conservation Contact

- a. Faculty, staff and students are encouraged to contact the office of the ~~Coordinator of Administrative and Facility Projects~~ **Director of Administrative and Facility Development** with any ideas/ concerns regarding energy saving opportunities.

Adopted: January 2014

Revised: **April 28, 2015**