

Procedure Manual



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I. Energy and Water Savings

Every person is expected to become an “energy saver” as well as an “energy consumer.” The College is committed to and responsible for a safe and healthy learning environment. The faculty/staff member is responsible for implementing the guidelines during the time that he/she is present in the instruction room/office. The custodial staff is responsible for control of common areas, i.e. hallways, dining areas, etc. Security personnel are responsible for verification of the nighttime shutdown.

The Energy Specialist provides regular (at least semi-annual) program update reports to the College Administration. The Energy Specialist performs routine audits of all facilities and communicates the audit results to the appropriate personnel. The Energy Specialist is responsible for either directly or indirectly making adjustments to Broward College’s Energy Management System (EMS), including temperature settings and run times for Heating, Ventilation and Air Conditioning (HVAC), and other controlled equipment. The Energy Specialist provides monthly energy savings reports to facilities management detailing performance results. The College’s Administration will regularly communicate the importance and impact of the energy conservation program to its internal and external constituents. To complement the College’s behavioral-based energy conservation program, the College shall develop and implement a preventive maintenance and monitoring plan for its facilities and systems, including HVAC, building envelope, and moisture control.

II. General

Instruction room doors shall remain closed when HVAC is operating. Doors between conditioned space and non-conditioned space will remain closed (i.e., between hallways and gym or pool area), unless someone is transitioning between hallways and the gym or pool.

Proper and thorough utilization of data loggers will be initiated and maintained to monitor relative humidity, temperature, and light levels throughout campus buildings to ensure compliance with guidelines.

All exhaust fans should be turned off daily.

All office machines (copy machines, laminating equipment, etc.) shall be switched off each night and during unoccupied times. Fax machines and networked printers may remain on.

All computers should be turned off each night. This includes the monitor, local printer, and speakers. Network (i.e., LAN) equipment is excluded.

All capable PC’s should be programmed for the “energy saver” mode using the power management feature. If network constraints restrict this for the PC, ensure the monitor “sleeps” after 10-minutes of inactivity.

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Cooling Season Occupied Set Points¹: 75°F - 78°F
Unoccupied Set Point: 85°F

¹ Set points are in accordance with ASHRAE 55 “Thermal Conditions for Human Occupancy”

III. Air Conditioning Equipment

Occupied temperature settings shall *NOT be set below 75°F*, unless that area is identified as a critical environment that requires cooling below 75°F.

During unoccupied times, the air conditioning equipment shall be **off**, unless deemed necessary by the Energy Specialist. The unoccupied period begins when the students leave the area. It is anticipated that the temperature of the instruction room will be maintained long enough to afford comfort for the period the faculty remains in the instruction room after the students have left.

Air conditioning start times may be adjusted (depending on weather) to ensure instruction room comfort when instruction begins.

The College will ensure outside air dampers are closed during unoccupied times.

Ceiling fans should be operated in all areas that have them.

Relative humidity levels shall not exceed 60% for any 24 hour period.

Where cross-ventilation is available during periods of mild weather, the College will shut down HVAC equipment and adjust the temperature with windows and doors. Cross-ventilation is defined as having windows and/or doors to the outside on each side of a room.

The Energy Manager will make every effort to verify occupancy patterns and reduce the TOD (time of day) schedules to eliminate wasted energy in unoccupied spaces.

IV. Lighting

All unnecessary lighting as determined by Energy Specialist, in unoccupied areas will be turned **off**. Employees should make certain that lights are turned off when leaving a room or office when empty and utilize natural lighting where appropriate.

All outside lighting shall be **off** during daylight hours.

Gymnasium lights should not be left on unless the gymnasium is being utilized.

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All lights will be turned **off** when students and staff leave for the day. Custodial staff will turn on lights only in the areas in which they are working.

College employees will refrain from turning lights on unless necessary. Remember that lights not only consume electricity, but also give off heat that places an additional load on the air conditioning equipment and thereby increases the use of electricity necessary to cool the room.

Lighting standards will be established by Facilities as it relates to classrooms, conference rooms, offices, laboratories, etc.

All ballast and lamp replacements will be energy efficient models when changed-out and/or upgraded.

V. Water

The College will ensure that all plumbing and/or intrusion (i.e. roof) leaks are reported and repaired immediately.

Grounds watering should only be done between 4am – 10am. Do not water during the heat of the day, typically between 10am – 8pm.

When spray irrigating, ensure the water does not directly hit the facility.

Consider installing water sub-meters on irrigation and cooling tower supply lines to eliminate sewer charges.

(After official approval by the Office of the President, a copy should be disseminated to all organization personnel. Copies should be posted on bulletin boards, staff lounges, organization newsletters, etc.)

VI. Appliances

Departmental appliances such as microwaves, refrigerators, and coffee pots require approval through the Associate Vice President of Facilities in writing, and should be restricted to common areas only.

Personal radios or radio/compact disc/tape decks will be permitted for use within college facilities by individuals at their respective work station. All other personally owned appliances such as heaters, foot warmers, etc., are not permitted for use on campus. Realizing exceptions may exist depending on location and usage, a written exception must be requested from the Facilities Department and approved by the Associate Vice President of Facilities. The Associate Vice President of Facilities or designee will notify the individual to remove non-permitted appliances.

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DEFINITIONS

Utilities – Any natural or man-made source of power or commodity, such as, natural gas, steam, water and electricity used in lighting, heating, cooling, sanitation, and environmental functions.

Energy Conservation – The act of not using or operating an energy consuming device.

Energy Manager – The person responsible for implementing this procedure.

Energy Specialist – An employee of the College with a primary job responsibility to educate, promote and implement energy conservation.

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