

## **Energy Conservation Policy**

### **Purpose**

The purpose of this policy is to reduce Morehead State University's energy consumption in an economical and environmental sound manner. This policy will provide guidelines to faculty, staff, and students for effective use and purchasing of energy consuming equipment. In pursuant of increased energy conservation, both cost savings and a positive environmental impact will result.

### **Air Conditioning**

- During scheduled building hours, all air-conditioned offices and classrooms will be cooled to a pre-determined temperature. The library hours of operation will be used to establish an occupied scheduled during each semester.
- In areas that have individual control over room temperature, all room temperature controls will be set within a temperature range based on building design.
- During the evening, weekends, and holidays, the temperature in all buildings will be set at to a level that will allow the University to efficiently and economically conserve energy.
- Cooling for academic buildings will be provided off-hours as approved by the Dean. Each Dean's office should provide the Office of Physical Plant a list of individuals in each department authorized to request off-hour/holiday cooling. The Energy Manager must be notified with the dates, time, and location of special events, at least 48 hours in advance. These request should be kept to a minimum to assure the most efficient and economical operation of the facilities.
- Building occupants and staff are requested to keep windows and outside doors closed while the air conditioning is on.
- On May 1, or thereafter depending on weather, change over from heating to cooling mode will occur in all buildings.

### **Campus Heating**

- During scheduled building hours, all offices and classrooms will be heated to a pre-determined temperature. The library hours of operation will be used to establish an occupied scheduled during each semester.
- In areas that have individual control over room temperature, all room temperature controls will be set within a temperature range based on building design.
- During the evening, weekends, and holidays, the temperature in all buildings will be set at to a level that will allow the University to efficiently and economically conserve energy.
- Heating for academic buildings will be provided on nights, weekends, and holidays as approved by the Dean. Each Dean's office should provide the Office of Physical Plant a list of individuals in each department authorized to request off-hour/holiday

heating. The Energy Manager must be contacted with the dates, location, and times of events that will occur outside of the normal hours of operation. Notification must be at least 48 hours in advance. These request should be kept to a minimum to assure the most efficient and economical operation of the facilities.

- Building occupants and staff are to keep windows and outside doors closed while the heat is on.
- Personal heaters shall not be permitted.
- On October 1, or thereafter depending on weather, change over from cooling to heating mode will occur in all buildings.

### **Lighting**

- Lights are to be turned off in unused areas.
- Fluorescent bulbs are to be used in desk lamps, instead of halogen or incandescent bulbs.
- Occupancy sensors are to be installed when economically feasible in renovation and construction projects.
- All renovation and construction projects that involve lighting must be approved by the Energy Manager to ensure that light levels are within the industry standard adopted by the Office of Physical Plant.

### **Computers/Printers**

- Computers and printers shall be turned off at the end of each work day.
- Turn off computers and printers when the computers labs are closed.
- Computers shall be set up in the energy saving mode of operation.
- Enable the sleep mode on your computer or turn off your monitor when not in use.
- Computer labs are to have only the computers that are in use turned on.

### **Energy Efficient Products Procurement**

- Computer and other electronic office equipment shall be "Energy Star" rated, if available. This logo, part of an EPA program, ensures that the wattage of machine is reduced when not in use.
- Purchase more energy efficient equipment, when the extra cost is less than or equal to the resulting energy savings.

### **Construction**

- All construction projects shall be reviewed for energy efficiency and proper light levels, which are designated by the industry standard adopted by the Office of Physical Plant.

- Renewable energy technologies as well as day lighting and passive solar are to be incorporated when feasible.
- Utility meters to monitor the energy and water consumption are to be installed in new and renovated facilities.
- New construction and renovation projects must meet Commercial Energy Code Compliance. Architects must show proof of standards being met or exceeded.
- The Energy Management Systems Policy shall be followed for all construction projects.