

Policies of the University of North Texas	Chapter 11
11.008 Utilities Conservation	Facilities and Real Estate

Policy Statement. The University of North Texas recognizes the need to promote efficiency and conservation in utility consumption for reducing utility bills and for environmental considerations. The primary goal is to establish a policy which will meet the needs of the University, maintain comfortable conditions and reduce all unnecessary utility usage.

It shall be the policy of the University that:

1. Utility consuming devices will be used only when needed to support the mission of the University, consistent with the needs for a sustainable, safe, secure and inviting campus community.
2. Utility conservation improvement measures will be made as funds are available to take advantage of the latest developments in technology in the areas of energy management systems, lighting, heating and cooling systems, laboratory equipment, pumps, motors and water consuming processes.

Application of Policy. This policy applies to all faculty, staff, students and contractor activities operating on the University of North Texas campus.

Definitions.

1. Energy Management System. “Energy Management System” means the computer-aided system used by operators to monitor, control and optimize the performance of building heating and cooling systems.
2. Energy Star. “Energy Star” means a program helping to protect the environment through superior energy efficiency (for further details please see <http://www.energystar.gov>).
3. Facilities Maintenance Activity. “Facilities Maintenance Activity” means the entity responsible for maintaining a particular building or utility.
4. Radiant Heater. “Radiant Heater” means an electric space heater that uses a reflective shield to direct radiant heat onto a surface.
5. Resistance Heater. “Resistance Heater” means an electric space heater that uses convection or a fan to distribute the heat from the electrical heating wires and generally heats an entire space.
6. Occupancy Sensor. “Occupancy Sensor” means a device that turns lights off automatically after a pre-determined period of time in an unoccupied room.
7. Set Point. “Set Point” means the temperature at which the automated control system is set to either start or stop the heating or cooling system.

Procedures and Responsibilities.

1. Temperatures in academic and administrative buildings will be set as follows:

	Occupied	Unoccupied
Cooling	76 degrees Fahrenheit	85 degrees Fahrenheit maximum
Heating	70 Fahrenheit degrees	55 degrees Fahrenheit minimum

- a. Certain assembly areas, athletic facilities, the University Union and Pohl Recreation Center are exempt from these guidelines to accommodate their peculiar operating needs. Directors of these activities will approve temperature set points for their operations.
- b. Residence hall set points will be 72°F during for heating and at 74°F for cooling.
- c. Building equipment operating schedules will be controlled by the Energy Management Systems and operated during off-hours and weekends to maintain minimum energy usage. Schedules will be reset to normal temperatures in sufficient time to achieve occupant comfort prior to re-occupancy.
- d. Operation schedules and temperature set points will be modified in cooperation with the building representative as needed to accommodate non-standard building operations.
- e. Set points are set as prescribed above, actual space temperatures will vary plus or minus 2 degrees around the set point.
- f. Occupants that control the temperature in their spaces must follow this policy by using these ranges.

Responsible Party: Facilities Maintenance Activity/Building Occupants

2. Water heaters will be set at 120 degrees except where needed for cafeterias, laundries or bathing.

Responsible Party: Facilities Maintenance Activity

3. The use of supplemental electric space heaters should be a last resort for comfort heating. If a room(s) is not within the heating/cooling set-point range, the facilities maintenance activity should be notified so that the problem can be addressed. The use of electric resistance space heaters is prohibited. High efficiency radiant heaters are available that use much less energy than resistance heaters. Occupants are encouraged to wear layered clothing to maintain personal comfort, but when supplemental heating is necessary only approved radiant heaters can be used. This will have added benefits of reducing the risk of fire presented by the resistance heaters and the disruption of tripped electric circuits.

The Director of Risk Management Services, or his designee, will inspect and tag all electric space heaters for compliance with applicable safety requirements before they are

authorized for use. See the Risk Management Services web page for requirements when considering buying a small space heater.

Responsible Party: Risk Management Services, Department Heads and Building Representatives

4. All University equipment purchases must be Energy Star rated (or, if there is no Energy Star rating for the desired equipment, individuals are asked to purchase highly efficient equipment). Energy Star is a program helping to protect the environment through superior energy efficiency (for further details please see <http://www.energystar.gov>). EPA offers a proven strategy for superior energy management with tools and resources to help each step of the way.

Responsible Party: Department initiating purchase

5. Laboratories are intensive energy-consuming spaces. Laboratory managers are should develop operating standards suitable to their labs which incorporate sound utility conserving techniques. Operating fume hood sashes should be set at the minimum required flow level.

Responsible Party: Laboratory Managers

6. Faculty, staff and students are instrumental to the success of this Utilities Conservation policy. To support the energy conservation measures outlined in this policy, members of the campus community can take the following actions:
 - a. Monitor equipment and space conditions and report deficiencies to the maintenance activity for correction.
 - b. Dress for the weather.
 - c. Turn off lights and equipment when leaving a room, even for a short period of time.
 - d. Ensure doors and windows are kept closed.
 - e. Avoid the use of individual appliances, such as coffee pots and refrigerators, in the work place.

Responsible Party: Faculty, Staff and Students

7. Activities should be scheduled in a manner that will keep utility consumption at the lowest possible level without adversely affecting University programs. Building systems will not be turned on for unscheduled events or for staff and faculty that are working outside of normal operating hours of the building systems.
 - a. Schedule activities when building systems are normally in operation.
 - b. Combine off-hour activities into a single building when feasible.
 - c. Schedule only necessary space within the building.

Responsible Party: Faculty, Staff and Students

References and Cross-references.

Facilities Procedures on Energy Management
Risk Management Services Procedures for use of Space Heaters

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