**University Policy 800.05**
**ENERGY**

**Responsible Administrator:** Vice President of Administration
**Responsible Office:** The Office of Auxiliary Services
**Originally Issued:** May 2014
**Revision Date:**
**Authority:** Office of the President

## Policy Statement

It is the policy of Claflin University to promote energy efficiency and conservation on its campus.

## Statement of Purpose

This policy establishes standards and guidelines to ensure compliance with and implementation of Claflin University's energy management policy.

## DEFINITIONS

1. Energy efficiency- using less energy to provide the same service.
2. Carbon emissions- involves carbon dioxide and carbon monoxide in the atmosphere, produced by vehicles and industrial processes.
3. Global warming- an unequivocal and continuing rise in the average temperature of earth's climate system.

## Applicability

This policy is applicable to Claflin University, faculty, staff, students, volunteers, and visitors.

## PROCEDURES

Entities with roles in implementation of the Claflin University Energy Policy include:

1. Plant Operations
2. Auxiliary Services
3. Building Captains

A Claflin University management team in conjunction with Plant Operations shall determine the goals and objectives of the University Energy Policy. They shall also devise indicators to measure the progress of energy efficiency, conservation, and sustainability measures. Progress will be communicated to the campus community through awareness and through additional education and outreach efforts. All University departments should be encouraged to collaborate with Plant Operations in scheduling operations with consideration to the energy needs and comfort of the facility occupants. The Department of Facilities of Plant Operations will provide support as needed.

Guidelines, with the roles of responsible persons, are detailed below.

**A. Heating and Cooling Guidelines:**

The following temperature standards will help Claflin University to maintain reasonable comfort and lower energy expenditures:

**a. Heating:** Winter heating temperatures will be set at 68-72 degrees during occupied periods. Temperatures will be set at 60 degrees during nights, weekends, and holidays (unoccupied periods). Consideration will be made for sensitive research laboratories and other areas with environmentally or temperature sensitive equipment or objects such as computer labs.

**b. Cooling:** Summer thermostat settings (air conditioning) will be set at 74-76 degrees during occupied periods. Indoor relative humidity should be maintained to 65% or less. Temperatures will be set at 80-85 degrees during nights, weekends, and holidays (unoccupied periods). Any exceptions to these guidelines must be approved by the Vice President of Administration. Students, faculty, and staff are strongly encouraged to dress appropriately for the season.

**c. Space Heaters:** The use of space heaters is not permitted in university buildings because they are grossly inefficient and may pose a significant fire hazard. Claflin University faculty and staff members who feel that their work environment is too cold should immediately contact Plant Operations. Fans, heaters, air cleaners, and intentionally blocked vents are signs of occupant discomfort, signaling something is wrong that needs to be addressed. A facilities team from Plant Operations will evaluate space conditions to determine the appropriate solution. The University shall make a policy exception to allow the use of personal Radiant electric heaters only if the University temperature guidelines cannot be met with the building heating system or a medical condition requires accommodation.

Excessive heating and cooling of a space on campus above the University temperature guidelines shall be reported to Facilities Services so that temperature levels can be adjusted.

**B. Energy Efficiency Guidelines:**

**1. Common Space Energy Efficiency: The Individual's Role**

Each member of the Claflin University community should endeavor to make his or her office space, classrooms or shared spaces more energy efficient.
The following is a non-exhaustive list of steps to take to use energy efficiently:

a. Employ common sense energy saving measures, such as turning off lights and equipment when leaving a room;
b. When possible, purchase Energy Star rated equipment, including refrigerators, for professional or personal use;
c. Unplug all plug-in devices, including cellphone chargers and other charging devices, when not in use;
d. Close windows and exterior doors to prevent loss of conditioned air;
e. Use energy saving technologies (e.g., smart energy strips, timers, sensors) whenever possible;
f. When possible, set thermostats at the highest bearable temperature in warm weather and the lowest bearable temperature in cool weather;
g. Report equipment failures to Plant Operations;
h. Be proactive. Any energy inefficiencies should be reported to Plant Operations to see how the problem can best be addressed; and
i. Help others to be energy efficient.

**2. Lighting**

Lighting devices that produce excessive heat (such as halogen lamps) are highly inefficient, are fire hazards, and are prohibited. Interior lighting will be T-8 fluorescent or approved equivalent, whenever possible.

a. New energy saving lamps and ballasts will be used to replace existing less efficient lighting whenever economically feasible and appropriate. Incandescent lamps will be replaced with high efficiency fluorescent lamps when re-lamping is required.
b. Exterior lighting will be high efficiency metal halide whenever possible, and will meet minimum current safety requirements. Lighting levels recommended by the most recent edition of the IES (Illuminating Engineering Society) Lighting Handbook shall be used as guidelines.
c. Accommodations can be made for individuals that need full spectrum lamps as advised by their physician. Where feasible and cost effective, occupancy/motion sensors (ultrasonic or infrared) will be installed to reduce or turn off lights in unoccupied areas.
d. Day lighting controls will be installed to automatically adjust lighting levels in parking and other areas where appropriate.
e. Task lighting, such as a fluorescent desk lamp, should be considered to allow a reduction in area light levels.

**3. Computing**

The University should promote the establishment of energy efficient standards on all IT equipment connected to the University IT network and energy distribution systems.

Computers and other equipment should be set on energy saving settings, such as sleep mode, and turned off at night, on weekends, and during other periods of extended absence.

## C. Building Energy Guidelines

### 1. Building Usage and Scheduling

Plant Operations schedules many buildings for night and weekend temperature setbacks during unoccupied periods in order to increase building efficiency during low demand periods. Every attempt will be made to accommodate special events, class schedule changes, and other changes to these occupancy schedules when requested.

a. Department and event schedules should be communicated to Plant Operations for implementation prior to the expected date requiring an alternate schedule.
b. When feasible, the University should take energy efficiency and energy cost savings into consideration when scheduling classes and other activities. For example, evening, weekend, summer and winter session classes shall be scheduled to meet in the smallest number of buildings necessary to accommodate academic function and achieve the highest possible energy efficiency.

### 2. New Construction, Renovation and Building Improvement Energy Guidelines

Claflin University will seek to further reduce future energy costs and increase energy efficiency and sustainability in all new construction, renovation and building improvement. To achieve this goal, the University shall devise and implement the New Construction and Renovation Energy Guidelines. These Guidelines will help promote efficient energy use in buildings in the future at Claflin.

When renovating existing structures, the University will make energy efficiency a top priority. The University will replace existing building elements (windows, doors, HVAC systems, insulation, roofing, electrical systems, ductwork, etc.) with more energy efficient ones, as budgets allow. The indoor environmental controls of the building will be evaluated, and systems balanced, when renovation requires the change or reconfiguration of occupied areas.

## D. Transportation Energy Guidelines

When feasible, the University shall purchase the most energy efficient vehicles, whether they be traditional ignition, hybrid, electric, or alternative fuel vehicles. The University shall promote reduced transportation energy use by implementing the following common sense policies:

a. University vehicles shall be turned off (not idling) when not being actively used for transportation;
b. University employees are encouraged to consolidate business trips and to carpool whenever possible;
c. Promoting transportation energy efficiency should be an important part of short and long term campus planning. The University should promote carpooling, active commuting, the use of greenways, and reduced use of personal vehicles on campus.

**E. Equipment, Materials and Supplies Purchasing for Energy Efficiency**

Through sustainable equipment replacement and materials purchasing, Claflin University will promote reduced and efficient energy use on campus by implementing the following guidelines:

a. Energy efficient appliances, computers, IT equipment and other electronics should be purchased whenever possible;
b. Everyone should ensure that energy efficiency settings are activated;
c. Energy efficiency should be required in all RFPs and contracts for products and services, including all products purchased through University Purchasing, vending machines, Housing and Residence Life (washing machines and dryers, refrigerators, and electronics), and the University Bookstore;
d. Purchasing, departments, and individual purchasers will reference and utilize sustainable purchasing guidelines as they are developed through the creation of a comprehensive sustainable purchasing policy.

**F. Special Situation Guidelines**

During periods of closure, such as nights, weekends and holidays, buildings will be heated and cooled at unoccupied temperatures outlined in the University Temperature Guidelines.

a. Plant Operations will be responsible for working with Building Coordinators to process requests for exceptions to this policy. Additionally, during longer closures, such as the winter holiday, the University will follow hard shutdown procedures: lights will be turned off to egress levels, staff and faculty shall unplug electronics and appliances, defrost and empty refrigerators, disconnect computers in labs and offices, and all copiers and other office equipment.
b. Plant Operations staff will unplug water fountains, and turn off hot water heaters. Restrooms should be cleaned, toilets flushed, and trash removed prior to shutdown to maintain minimum sanitary conditions. Other university departments will follow additional guidelines developed for shut

down periods. Plans for temperature setbacks and shut down of other electronics devices, appliances, lighting, and other energy draws over breaks will be communicated to the campus community by email.