

## **Morehead State University Energy Conservation Policy**

### **Purpose**

Morehead State University is committed to a policy of effective energy management, conservation, efficiency, and sustainability. This policy is implemented through MSU's Energy Conservation Program. The goals of the program are:

- Reduce overall energy-consumption.
- Identify energy, fuel, and water conservation opportunities as significant issues for the entire campus community.
- Promote energy and environmental awareness campus-wide.

Policy guidelines will assist faculty, staff, and students in the purchase and efficient use of energy consuming devices and equipment. Participation in the program by the entire campus community will result in a reduction in energy-consumption, substantial cost savings, and a positive environmental impact. The policy will be reviewed and updated periodically as public awareness, management techniques and technologies change.

### **General Policies**

- During off-hours (evenings, weekends, and holidays), building temperatures will be adjusted to an unoccupied level. Special events or functions requiring occupied building temperatures during off-hours must be scheduled and pre-approved by the appropriate vice president or provost. The dates, times, and locations of special events or functions requiring occupied building temperatures during off-hours, must be reported to the Energy Conservation Manager at least two (2) working days prior to the event. Events that are a recurring part of the University's operating calendar such as athletic events, night classes, orientation sessions and open houses, are not considered special events or functions and do not need prior approval.
- During summer months, every effort must be made to consolidate hosted events, such as band/cheerleading camps, etc., to single designated buildings. When possible, chillers will be turned off in all unoccupied buildings.
- In areas that have individual room-temperature control, controls will operate within a pre-determined range based on building/HVAC-system design.
- The use of personal electric space-heaters on campus is not permitted.
- All building occupants (faculty, staff, and students) are requested to keep windows and outside doors closed.
- All supply and return air vents in offices, classrooms, and laboratories must be unobstructed at all times.
- Fleet vehicles should not be left idling.
- Building occupants are encouraged to use stairs rather than elevators whenever possible.

### **Campus Air Conditioning**

- During normal, occupied building hours-of-operation, a pre-determined temperature range, recommended by the Energy Conservation Manager and approved by the President's Cabinet, will be maintained in all air-conditioned offices, classrooms, and laboratories.
- The Energy Conservation Manager and the Facilities Management staff will begin to monitor long-range weather forecasts in mid-April. Based on the forecast information, the Facilities Management staff will commence the change-over from heating to cooling mode in all campus buildings.

### **Campus Heating**

- During normal, occupied building hours-of-operation, a pre-determined temperature range recommended by the Energy Conservation Manager and approved by the President's Cabinet, will be maintained in all heated offices, classrooms, and laboratories.
- On October 1, the Energy Conservation Manager and the Facilities Management staff will begin to monitor long-range weather forecasts. Based on that forecast information, the Facilities Management staff will commence the changer-over from cooling to heating mode in all campus buildings.

## **Purchasing and Efficiency Guidelines**

### **Lighting**

- Lights are to be turned off in offices, classrooms, laboratories, and storage areas when not occupied.
- Take advantage of natural light whenever possible.
- Fluorescent bulbs should be used in desk lamps, rather than halogen or incandescent.
- Occupancy sensors are to be installed in renovation and new construction projects when economically feasible.
- All renovation and new construction projects that involve lighting must be pre-approved by the Building Maintenance Superintendent to ensure that light levels meet building-codes, and are within industry standards adopted by the Office of Facilities Management.

### **Computers, Printers and Peripherals**

- Personal computers, printers, and peripherals in offices, classrooms, and computer laboratories should be turned off at the end of each work day or class period.
- Plug small AC to DC transformers, commonly called "wall-warts", into power-strip surge-protectors so they may be switched off when not in use.
- Personal computers should be set in an energy-saving operation mode.
- Enable "Sleep-Mode" on personal computers or turn off monitors when not in use.

### **Energy Efficient Products Procurement**

- Limit computer and other electronic office equipment purchases to devices that are identified as ENERGY STAR products. These products are designed to use less power when sitting idle/unused. ENERGY STAR is a joint program of the U.S. Environmental Protection Agency and the U.S. Department of Energy to help consumers save money and protect the environment through energy efficient products and practices.
- Purchase of more expensive energy-efficient equipment can be justified when the extra cost is less than or equal to the resulting energy savings.

### **New Construction**

- All new construction projects shall be reviewed to ensure that energy-efficiency and lighting-levels meet building-codes and industry standards designated by the Office of Facilities Management.
- Renewable energy technologies, day-lighting and passive solar energy are to be incorporated when feasible.
- Utility meters to monitor energy and water consumption must be installed in new construction and renovated facilities.
- Interior lighting will be fluorescent, whenever possible. New energy-saving fixtures, lamps and ballasts will be used to replace existing less efficient lighting whenever economically feasible and appropriate. Exterior lighting will be high-pressure sodium or metal halide (metal halide is preferred) whenever possible, and will meet minimum current safety requirements. Decorative lighting will be kept to a minimum. Lighting levels recommended by the most recent edition of the IES (Illuminating Engineering Society) Lighting Handbook shall be used as guidelines.
- The Energy Conservation Policy shall be adhered to for all construction projects.
- New construction and renovation projects must meet Commercial Energy Code Compliance, accepted building codes, and industry standards as designated by the Office of Facilities Management. Architects must show proof of codes and standards being met or exceeded.