

ENERGY MANAGEMENT PROGRAM GUIDELINES

10/18/2018

MISSION

Through optimal building operation management, the College will seek to increase energy efficiency, control utility expenditures, reduce wear on equipment, and minimize the impact of energy use on the environment. The goal of the Energy Management Program is to reduce and maintain an average Collegewide building Energy Use Intensity (EUI) at 50 or lower. (EUI is calculated by dividing a building's total annual energy used in kBtu by the area of the building).

SCHEDULING

Use of Heating Ventilation/Air Conditioning (HVAC) equipment and Lighting will be rigorously managed through scheduling. During open hours, HVAC equipment serving all offices and common areas will be scheduled to "occupied" mode to maintain space temperatures outlined in the Temperature Guidelines.

All classrooms will be scheduled to maintain "occupied" setpoint temperatures only when classes are scheduled.

During periods of closure, such as nights, weekends and holidays, all building spaces will be heated and cooled at "unoccupied" setpoint temperatures.

Appropriate measures will be taken to accommodate special events, class schedule changes, and other special occupancy needs when requested or scheduled. Department and Event Schedules should be coordinated within each campus/center for implementation prior to the expected date requiring an alternate schedule.

During longer closures, such as Winter Break and Spring Break, the College will follow hard shutdown procedures:

- Building interior lights will be turned off and HVAC equipment will remain in "unoccupied" mode.
- Staff and faculty shall switch off electronics including all computer screens, copiers if possible, other office equipment and appliances (defrost and empty refrigerators).
- Campus Maintenance staff will turn off water heater circulating pumps where possible.
- College Departments may follow additional shut down procedures to reduce energy consumption during College closures.
- Lab Fume Hoods and Exhaust Fans will be turned off during College closures.

TEMPERATURE GUIDELINES

According to State Requirements for Educational Facilities (SREF) - *HVAC systems shall maintain design temperatures of at least 78 degrees in the summer [cooling] and 68 degrees in the winter [heating]*. To maintain reasonable comfort and lower energy expenditures, the College has adopted the following temperature standards:

- **Cooling Temperatures** in College buildings will be set to 74 degrees during the “occupied” operational mode. Cooling Temperatures will be setback to 80 - 85 degrees during unoccupied hours, weekends, holidays, and College closures.
- **Heating Temperatures** in College buildings will be set to 70 degrees during the “occupied” operational mode. Heating temperatures will be setback to 55 - 60 degrees during nights, weekends, and holidays (“unoccupied” operational mode). Consideration will be made for sensitive research laboratories and other areas with environmental or temperature sensitive equipment or objects such as computer labs.

Exceptions to the temperature setpoints must be reviewed and approved by Facilities Management & Construction Department. To submit a building related issue, please log into My.fscj.edu and Select “Building Maintenance Request” in Employee QuickLinks.

BUILDING OCCUPANT ENERGY USE GUIDELINES

Each member of the College community should strive to make his or her office space, classrooms, or shared spaces more energy efficient. Recommended steps that the College staff shall take to reduce energy consumption include but are not limited to the following:

- Turn off lights when leaving a room.
- Use energy-saving technologies (“smart” energy strips, timers, sensors) whenever possible.
- Computers and other equipment should be set on energy saving settings, such as “sleep mode” and computer screens/monitors should be turned off when not being used.
- Shut off all exhaust and fume hoods in labs and all food preparation facilities when not in use, where possible.
- Close exterior doors to prevent loss of conditioned air – do not leave exterior doors propped open.
- Exterior windows shall remain closed at all times.
- Be Proactive. Report any and all equipment failures to Maintenance Department in a timely manner - log into My.fscj.edu and Select “Building Maintenance Request” in Employee QuickLinks.

PERSONAL APPLIANCES

The use of personal refrigerators is not permitted in College buildings if a community refrigerator is available in the area/department.

Personal space heaters are not permitted in College buildings. Individuals experiencing discomfort in their work space should contact Facility Maintenance Department - log into My.fscj.edu and Select “Building Maintenance Request” in Employee QuickLinks. Facilities will review the building maintenance request to determine the most effective approach to correct comfort deficiency. If required due to HVAC system limitations, the College will issue a space heater for a specific space.