

	ADMINISTRATIVE PROCEDURE MANUAL		
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Purpose

The purpose of this procedure is to establish the criteria for Florida State College at Jacksonville's Energy Management Program. The College is committed to promoting energy efficiency and conservation at all campuses and centers for the benefit of the students, faculty, staff and community. Florida Statute 1013.23, "Energy Efficiency Contracting" defines the state's policy to encourage colleges to invest in energy conservation measures that reduce energy consumption, produce a cost savings, and improve the quality of indoor air in facilities. Florida Building Code, Chapter 13, Florida Statute 553.73 and the Department of Education require that the College continuously improve energy efficiency of its buildings and equipment to reduce utility bills.

Procedure

- A. Energy Management Program: The College will strive to maintain a comfortable environment for working and learning through proper building systems management. The College will seek to control utility expenditures, increase energy efficiency, reduce wear on equipment and minimize the impact of energy use on the environment. To achieve these goals, the Facilities Management and Construction office will oversee implementation of the College's Energy Management Program.
1. Occupant Energy Use Guidelines: Because energy consumption and utility rates are constantly increasing, the College will encourage the students, faculty and staff to use energy more efficiently through various methods, including guidelines to follow, incentives, recognition, training and education. The goal of the Energy Management Program is to reduce and maintain average collegewide Energy Use Intensity (EUI) at 60 kBtu/sf/yr or lower. (EUI is calculated by dividing building's total annual energy used in kBtu by the area of the building). To achieve this goal, the College developed Occupant Energy Use Guidelines.
 2. New Construction, Renovation and Building Improvement Energy Management Guidelines: The College will seek to manage future energy costs and increase energy efficiency in new construction and renovation whenever feasible as required by Florida Statute. Pursuant to Chapter 3, Section 3.2(4), State Requirements for Education Facilities (SREF) and Florida Statute 255.2575, "Energy Efficient and Sustainable Buildings" all new College buildings shall be constructed to comply with a sustainable building rating system or national model green building code. To achieve this goal, the Facilities Management and Construction office shall devise and implement New Construction, Renovation and Building Improvement Energy Management Guidelines, utilizing new design techniques/standards and "Life Cycle Costing."
 3. Equipment, Material and Supply Purchase Guidelines for Energy Efficiency: The College will develop equipment energy efficient standards and will purchase equipment that follows environmental best practices, ensures normal and efficient operations, improves energy efficiency and decreases energy use.

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B. Implementation and Administration of Energy Management Program:

1. The College will establish an administrative structure responsible for compliance with and implementation of the Energy Management and Conservation Program. Best practices and guidelines will be administered by appropriate departments or individuals. All members of the College community are expected to support the Energy Program, procedures and guidelines.
2. Energy use and cost will be calculated for individual campuses and centers from utility invoices. The progress will be compared to a baseline – 2-year utilities average. Individual campus representatives, Campus Facilities Directors and/or program managers, as appropriate, will take the lead for the energy conservation efforts specific to their respective locations to reduce the overall use of energy.
3. The office of Facilities Management and Construction organized an Energy Management Team consisting of an Energy Manager and designated energy management (EM) coordinators from each campus and center. The office of Facilities Management and Construction will provide support to the Energy Management Team and EM Coordinators as needed. The Energy Management Team will provide support to each Campus/Center and assist individual campus and center staff in identifying and implementing energy conservation projects.
4. The designated Energy Manager will provide leadership for energy management functions, analyze consumption patterns, develop and assist implementation of energy conservation measures, manage related construction project work when needed and establish and maintain an energy measurement, monitoring and accounting system. In addition, the Energy Manager will coordinate energy conservation activities and methods collegewide.
5. The Energy Management Team will meet regularly (on a monthly or bi-monthly basis) to share ideas and strategies, review equipment operating schedules and obtain support from the team to resolve any operating issues. Periodic training on operating Building Automation Systems (BAS) will be provided by the applicable BAS software provider to the Energy Management Team as needed.
6. The office of Facilities Management and Construction, Facilities Process Team members and EM coordinators at each campus will cooperate to continually enhance the communication channels for energy conservation opportunities and issues to and from the Energy Management Team. Education and outreach will be implemented to provide opportunities for students, faculty and staff to partner with campus operations on energy conservation projects.



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REFERENCES: F.S. 255.2575, 553.73, 1001.64, 1001.65, 1013.23, SBE Rule 6A-2.0010, Florida Building Code, State Requirements for Education Facilities (SREF)

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