

Conservation of Energy

CONTENTS

POLICY # IN-2013. 01

Scope
Policy Statement
Reason for Policy
Procedures
Definitions
Sanctions

ADDITIONAL DETAILS

Additional Contacts
Forms
Web Addresses
Related Information
History

Effective: July 1, 2013
Last Updated: June 25, 2013

Responsible IUPUI Campus Office:
Energy Management within Campus Facility Services will serve as a technical resource for the implementation of this program.

Responsible IUPUI Campus Administrator:
Associate Vice Chancellor for Facilities

Policy Contact:
Campus Facility Services Energy Engineer

Scope

By the adoption of this policy, Administration shares this commitment with all staff, faculty, students, contractors and guests of the University community.

Policy Statement

Heating, Ventilating, Air Conditioning (HVAC)

Temperature

During normal occupied hours, the target indoor air temperature shall be 70 degrees Fahrenheit for heating and 76 degrees Fahrenheit for cooling. During unoccupied hours, heating, ventilation, and air conditioning systems shall be adjusted so that indoor air temperature settings achieve the greatest energy savings possible while protecting university assets.

Hours of operation

Occupied hours will be the advertised hours each building is open to the public. See the hours at this link: <http://www.cfs.iupui.edu/building-info/building-hours.asp>.

Portable Devices

Portable space heaters consume large amounts of energy, pose fire and life safety risks, and are not authorized for campus use without prior written approval.

Exceptions

Exceptions from this policy shall be granted only under extenuating

circumstances when necessary to accommodate medical, instructional, research, or other special requirements. Exception requests shall be evaluated on a case-by-case basis. To apply for an exception, contact Energy Management within Campus Facility Services. (<http://www.cfs.iupui.edu/departments/energy-management/contact-us.asp>)

Lighting

Level

Lighting levels recommended by the most recent edition of the Illuminating Engineering Society (IES) Lighting Handbook shall be used as guidelines.

Switching

Lights shall be turned off when not in use, when leaving a room unoccupied, and at the end of the day. Energy-saving fixtures, lamps, ballasts, and lighting control systems will be used to the fullest extent possible. Energy-saving occupancy sensors and day lighting control systems shall be installed whenever possible.

Fume Hoods

Chemical fume hood sashes shall be closed when not needed to prevent loss of conditioned air.

Computers/Office Equipment

Whenever possible, computers and other electronic office equipment shall be turned off when not in use and at the end of the day. Faculty and staff shall adjust power settings on computers and other electronic equipment to maximize energy savings, unless research or instructional requirements require full power. CPUs and monitors should enter energy saving modes after 20 minutes of inactivity, unless such a setting interferes with a person's ability to perform their work, in cases where university computers must be powered on in order to secure and maintain them, or where an employee requires the computer to remain powered on in order to complete work-related tasks or research.

Water

Water is to be used sparingly. Showers and faucets shall be turned off after each use. Low flow toilets, showers, and faucets shall be installed whenever possible. Report water leaks to Campus Facility Services at 278-1900.

Reason for Policy

Indiana University – Purdue University Indianapolis (IUPUI) is committed to energy efficiency and energy conservation. The management and reduction of energy use will be accomplished in a manner that is consistent with providing an optimal learning and teaching environment.

Reducing energy usage through increased efficiency and conservation efforts will reduce utility bills, help protect the environment, and extend equipment life. Safe and comfortable settings in which to learn, teach, and work will be maintained.

IUPUI will achieve some energy use reductions through infrastructure changes, as well as operations and maintenance practices. But to be successful, it will require people who use

campus buildings to change their behavior in ways that promote energy savings, including turning off lights and computers after normal hours.

Procedures

This Policy will be carried out primarily by Campus Facility Services and Office of Sustainability. This will occur through adjustments to the controls of building systems and monitoring. Additionally, when CFS and Office of Sustainability staff find violations of this policy they will work closely with the users to educate them about the policy. If violations persist it may become necessary for CFS and/or the Office of Sustainability to involve appropriate university officials to assure compliance.

Definitions

No specialized terms used in the policy.

Additional Contact Information

| <i>Subject</i> | <i>Contact</i> | <i>Phone</i> | <i>Email</i> |
|----------------|----------------|--------------|--------------|
| | | | |
| | | | |

Forms

n/a

Web Addresses

<http://www.cfs.iupui.edu/departments/energy-management/contact-us.asp>

Related Information

none

History

Include information about previous policy versions or whether this policy replaces an existing policy.

| <i>Date</i> | <i>Contact</i> | <i>Email</i> | <i>Status/Action/Revision</i> |
|-------------|----------------|--|--|
| March 2013 | Gbovenzi | Gbovenzi@iupui.edu | reviewed by Chancellor's cabinet; feedback requested |
| 5/3/2013 | Gbovenzi | Gbovenzi@iupui.edu | approved by Chancellor Bantz |
| 6/25/2013 | Cmccormick | cjmccormic@iupui.edu | converted to new campus policy template |