October 21, 2010

The Energy Management Policy that was originally approved by the Spelman College Senior Leadership Team on Wednesday, February 18, 2009, has been revised in order to initiate one of two Tangible Actions that are a requirement of the American College & University Presidents' Climate Commitment. The Commitment describes the Tangible Action as follows; "Adopt an energy-efficient appliance purchasing policy requiring purchase of ENERGY STAR certified products in all areas for which such ratings exist".

The revised Energy Management Policy is outlined below:

Spelman College Energy Management Policy
Effective March 1, 2009; Revised October 21, 2010

BACKGROUND

Spelman College's proposed Strategic Plan includes a Sustainability Objective as part of the Campus Infrastructure and Learning Experience priority "to *identify opportunities to improve Spelman's operating efficiency and at the same time, establish the college as a model academic institution dedicated to reducing its impact on the environment by developing and implementing sustainability initiatives to generate environmental action by students, faculty and administrators as an aspect of positive social change."* A Sustainability Initiative that will help achieve that objective is "*to develop strategies to improve waste, water and energy management.*"

PURPOSE

This policy establishes the requirements for energy management on the campus of Spelman College. Increased energy costs and increased pressure on the operating funds require that we reduce our energy costs and increase our energy efficiency. Additionally, reductions in the use of energy will reduce Spelman College's impact on the environment in terms of the amount of greenhouse gases produced.

EQUIPMENT POLICY

Energy-Efficient Equipment Purchases - All College equipment purchases must be Energy Star-rated (or, if there is no Energy Star rating for the desired equipment, individuals are asked to purchase highly efficient equipment). Energy Star is a program helping businesses and individuals protect the environment through superior energy efficiency (for further details please see http://www.energystar.gov). EPA offers a proven strategy for superior energy management with tools and resources to help each step of the way. Based on the successful practices of Energy Star partners, purchasing Energy Star-rated equipment will improve the College's energy and financial performance while distinguishing our institution as an environmental leader.

Computers: All new computer and peripheral equipment purchases will carry the Energy Star rating. Suggested guidelines for energy efficiency include turning off processors or monitors when not in use, and turning off copiers and printers every evening. These steps save energy and reduce heat build-up.

TEMPERATURE POLICY

Indoor temperature ranges in all spaces during occupied periods shall be:

o   68° F - 72° F during the heating season and 74° F - 78° F during the cooling season.

o   Spaces such as computer labs & research facilities requiring critical temperature settings will be more tightly controlled.

Temperatures will be set by Facilities Management in centrally controlled systems. Occupants who control their own thermostats are required to adhere to these settings.

We recognize that temperatures will fluctuate within the building around these set points and every effort will be made to stay within 3° F of this range.

During evenings, weekends, and holidays, the temperature in all buildings will be set at a level that will allow the College to efficiently and economically conserve energy.

Heating & cooling for buildings will be provided off-hours as approved by the Director of Facilities Management & Services. Each office should provide the Office of Facilities Management & Services a list of individuals in each department authorized to request off-hour/holiday cooling. Facilities Management & Services must be notified with the dates, time, and location of special events, at least 48 hours in advance. These request should be kept to a minimum to assure the most efficient and economical operation of the facilities.

Use of portable space heaters is not allowed. They use a lot of energy, cause breakers to trip, and are dangerous to leave unattended. . If a room(s) is/are not within the heating set-point range, Facilities Management & Services should be notified so that the problem can be addressed. Exemptions allowing space heaters shall be granted by Facilities Management only in emergency or other unusual conditions.

People should expect temperatures which are regularly between 68 degrees Fahrenheit and 78 degrees Fahrenheit and dress accordingly.

Personnel working or teaching in rooms which are regularly cooler than 68 degrees Fahrenheit, warmer than 78 degrees Fahrenheit, or who have chronic problems with drafts or stagnant air should report these situations to Facilities Management & Services. Facilities Management & Services will attempt to adjust the heating and cooling systems or make other modifications to correct the problem.

OCCUPANT RESPONSIBILITIES

Report observations of excessive energy use and concerns to Facilities Management & Services online or at 404 270-5440.

Individuals are expected to turn off lights when exiting rooms that are no longer occupied and to turn off office equipment (including monitors, task lights and personal

computers, where possible) when leaving your workspace for more than 20 minutes and at the end of the day.

Turn your monitor off when not in use and be sure to power down your whole system when you leave for the weekend or are away for an extended period of time.

Set your computer power management so that your computer monitor turns off and your CPU enters hibernate or standby mode when you leave your desk for extended periods of time. Turn off your monitor whenever possible.

Enable power management features on laser printers and copiers and power them down whenever possible, particularly on weekends.

MIT can provide information on computer power management settings and how to optimize energy management on your computer equipment.

AUXILLARY HEATING & COOLING SOURCES:

Window air conditioner units are not allowed unless specifically approved by the Director of Facilities Management & Services. All existing units will be evaluated in accordance with the specifications of this policy as directed by the Director of Facilities Management & Services.

Portable space heaters shall only be issued in the case of long-term system malfunctions and as authorized and provided by Facilities Management. No other use of electric heaters is allowed and unauthorized heaters will be removed.

ENERGY TIPS

Lighting

Always turn lights off when rooms are not in use.

Take advantage of natural light.

Computers and related Equipment

Monitors are big energy consumers, so set yours to go to a low-power "sleep" mode when not in use. Do not use screen savers, which interfere with sleep mode. If your system does not have a sleep mode, turn off the monitor when you will be away for half an hour or more.

Make sure energy-saving features are enabled on your computer and personal printer.

Turn off personal printers at night and on weekends. **It does not use more energy to turn equipment on and off!**

Surroundings

Avoid using electric space heaters. They use a lot of energy, cause breakers to trip, and are dangerous to leave unattended.

Turn off or unplug equipment that is not in use, such as coffeemakers, shredders, fans, battery chargers, etc.

Keep doors and windows closed in temperature-controlled buildings. Dress appropriately for the weather and have additional clothing available in case you are too cold in your space.

Use window shades and blinds to regulate solar heat gain

Keep hallway doors closed.

Temperature Control

Report overheated or overcooled conditions to Facilities Management & Services.

Lab Refrigeration

Combine laboratory refrigerator and/or freezer contents and unplug empty refrigerators or freezers.

Set temperatures as low as necessary for current lab work.

Dust coils on back of refrigerators and clean the door seal.

If the seal won't hold a dollar bill in place, ask your lab manager to install a new one.

Fume Hoods

A typical fume hood uses more than 3 times the energy as the average US home.

Operate hoods with the sash at proper height for safety.

Close sashes to the minimum position when fume hoods are not in active use.

Lab Operations

Turn equipment off when not in use, especially when you are leaving the lab for more than an hour.

Keep the hallway door closed. This is not only a safety measure; it also helps keep the building air system in balance.

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