

## ENERGY CONSERVATION POLICY

### I. Policy Section

11.0 Business Functions

### II. Policy Subsection

11.9 Energy Conservation

### III. Policy Statement

Grand Rapids Community College maintains an energy management program to monitor and control energy consumption for campus utilities. Campus utilities include all sources of electrical power, natural gas, water and petroleum products. All persons using campus facilities are expected to adhere to the employee guidelines in their use of energy resources.

### IV. Reason for Policy

The Board of Trustees recognizes the need to adopt a formal energy management program as a means to promote conservation initiatives and be good stewards of our natural resources.

Campus utilities are one of the most costly expenses the college incurs. They are unstable and difficult to accurately predict and forecast due to the ever-changing economy.

### V. Entities Affected by This Policy

All organizations and personnel who utilize campus facilities.

### VI. Who Should Read This Policy

All College employees and students. Outside groups utilizing GRCC facilities.

### VII. Related Documents

Policy Manual Procedures  
Energy Conservation Guidelines

### VIII. Contacts

Policy Owner: Executive Director of Facilities  
Energy Project Manager

### I. Definitions

- A. Utilities – Any natural or man-made source of power or commodity, such as, natural gas, steam, water and electricity used in lighting, heating, cooling, sanitation, and environmental functions.
- B. Energy Conservation – The act of not using or operating an energy-consuming device or reducing use of energy.
- C. Energy Efficiency – Infrastructure changes in equipment and appliances to reduce the use of energy.
- D. Facilities Energy Project Manager – The person responsible for communicating the guidelines for implementing this Policy.

II. Procedures

- A. The Executive Director of Facilities reviews and approves Energy Conservation Procedures used to communicate the various aspects of the energy conservation program. Exceptions to the Energy Conservation Procedures must be approved by the Executive Director of Facilities.
- B. The Executive Director of Facilities will appoint a Facilities Energy Project Manager who will, administer the Energy Conservation Policy and Procedures with proper authority.
  - 1. The Facilities Energy Project Manager will perform routine audits of campus facilities and will communicate audit results to appropriate personnel.
  - 2. The Facilities Department will monitor environmental conditions related to temperature, relative humidity, and light levels throughout the campus's buildings to ensure compliance with guidelines and industry standards.
  - 3. The Facilities Energy Project Manager will provide detailed consumption/cost/savings reports to appropriate personnel to help communicate overall performance.
- C. The Executive Director of Facilities coordinates the primary environmental controls and is the final authority on exceptions or addendums to these procedures.
  - 1. All energy sources will be controlled and/or monitored at their point of entry to college facilities.
- D. The Facilities Department will monitor all utility meters on campus.

1. Meters will be inspected periodically to ensure accurate readings are being recorded.
2. All unused campus meters will be removed as expeditiously as possible.
3. Where possible and in accordance with applicable codes, backflow devices will be downsized. The Facilities Department will maintain a list of backflow devices for the campus.

E. The Facilities Building Managers are responsible for the common and transition areas as well as the verification of the nighttime shutdown.

III. Forms

N/A

IV. Effective Date

October 19, 2004

V. Policy History

A. Created October 19, 2004

B. Revised January 20, 2005

C. Revised August 6, 2008

D. Revised June 25, 2013: Changed Energy Manager to Facilities Energy Project Manager, and removed VP of Financial Services for change approval.

E. Revised October 2015

VI. Next Review/Revision Date

A. October, 2019

## **ENERGY CONSERVATION PROCEDURES**

### **1. GENERAL**

- 1.1. Classroom doors should remain closed when the HVAC is operating.
  - 1.1.1. HVAC systems are designed to function optimally as isolated spaces, which include closed doors.
  - 1.1.2. Ensure doors between conditioned space and non-conditioned space remain closed at all times (i.e. between hallways and gym or pool area). This greatly improves the environment.
- 1.2. Non-critical or non-essential exhaust fans should be turned off every day and during unoccupied hours.
- 1.3. All networked office machines (computers, copy machines, network printers, etc.) should be in the 'energy saver' mode to reduce consumption during unoccupied times.
- 1.4. All computers should be turned off each night or when use is not anticipated for extended periods.
  - 1.4.1. This includes the monitor, local printer, and speakers.
  - 1.4.2. Network servers, switches, etc. are exempt and will remain on
  - 1.4.3. The monitor "sleeps" after 10-minutes of inactivity. Screen savers keep the monitor in 'active' mode and should not be confused with power management.

### **2. APPLIANCES**

- 2.1. Departmental appliances such as microwaves, refrigerators, and coffee pots require approval through the Executive Director of Facilities in writing, and should be restricted to common areas only.
- 2.2. Personal radios or radio/compact disc/tape decks will be permitted for use within college facilities by individuals at their respective workstation. All other personally owned appliances such as heaters, foot warmers, etc. are not permitted for use on campus. Realizing exceptions may exist depending on location and usage; a written exception must be requested from the Facilities Department and approved by the Executive Director of Facilities. The Executive Director of Facilities or designee will notify the individual to remove non-permitted appliances.

### **3. LIGHTING**

- 3.1. Campus lighting will be maintained by the Facilities Department.



- 5.2. The unoccupied temperature setting should be 55°F (i.e. setback). This may be adjusted to a 60°F setting during extreme weather.
  - 5.2.1. Exceptions will be made for areas that require specific temperature control. ( Some laboratory areas, animal science, medical, etc.) Approval is required from the Executive Director of Facilities.
- 5.3. During the spring and fall when there is no threat of freezing, all heating systems should be switched off during unoccupied times unless required to maintain a sensitive environment.
- 5.4. Campus domestic (potable) hot water will be maintained at a temperature of 110F-120F to maximize efficiency and to comply with American Disability Act requirements.
  - 5.4.1. Lesser temperatures may be maintained depending on usage, location and the facility.
  - 5.4.2. All domestic hot water re-circulating pumps are switched off during unoccupied times.

## **6. AIR CONDITIONING EQUIPMENT**

- 6.1. Occupied temperature settings should not be set below 72°F unless that area is identified as a critical environment that requires cooling below 72°F.
- 6.2. During unoccupied times, the air conditioning equipment should be off.
- 6.3. Air conditioning start times may be adjusted (depending on weather) to ensure student and faculty comfort.
- 6.4. Non-centralized facilities should be maintained as close as possible to designated temperatures identified for the appropriate season.
  - 6.4.1. When feasible, heating, and cooling will be adjusted as necessary depending on the season.
- 6.5. Outside air dampers should be closed during unoccupied times.
- 6.6. Ceiling fans should be operated in all areas that have them.
- 6.7. Relative humidity levels should not exceed 60% for any 24-hour period. Notify the Facilities Energy Project Manager or Facilities Office if you suspect high humidity levels indoors.
- 6.8. Dry food storage areas should be maintained within code requirements. Typically, this is 55°F-75°F temperature and 35%-60% Relative Humidity.

## **7. WATER**

- 7.1. Ensure all plumbing and/or intrusion (i.e. roof) leaks are reported and repaired immediately. If possible, grounds watering should only be done between 4am-10am.