

<b>College Procedure:</b>	<b>307.3 – Energy Management</b>
<b>Policy Reference:</b>	<b>307 – Use of College Facilities</b>
<b>Responsible Department:</b>	<b>Facilities &amp; Public Safety</b>
<b>Approval Authority:</b>	<b>Cabinet</b>
<b>Procedure Owner:</b>	<b>Vice President, Facilities &amp; Public Safety</b>
<b>Effective Date:</b>	<b>6/14/2010</b>

**Version Number:** 3  
**Legal Counsel Reviewed (yes/no):** No  
**Legal Reference(s):**  
**Scope:** College-wide

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## Reason for Procedure

This procedure identifies energy conservation as a significant issue for the entire campus community and outlines steps to address these issues and reach the energy goals of the College.

## The Procedure

Kirkwood's energy policy is designed to establish an understanding of the need for energy conservation and to implement methods of conserving energy and lowering energy costs. All Kirkwood campuses and buildings will be part of this program.

### Expectations:

- Kirkwood's community will embrace the importance of this energy policy and the need for energy conservation.
- Those who occupy Kirkwood's facilities will be encouraged to support energy conservation measures.
- Facilities staff will ensure that energy conservation measures are implemented.
- Construction and renovation activities will be consistent with Kirkwood energy guidelines.
- Kirkwood will plan activities according to time and location schedules that provide an optimal learning environment that also maximizes energy conservation and reduces utility consumption.

### Buildings:

- Windows and doors of conditioned spaces should be kept closed.
- Office equipment, lights, window air conditioners, should be turned off when not in use.
- Power management features of PC's must be enabled.

- As time and funding permit, building mechanical systems will be tied into Kirkwood's environmental control system permitting central monitoring and change of the building temperatures and energy consumption.
- Individuals are expected to turn off lights when exiting rooms that are no longer occupied and to turn off office equipment (including computers where possible) at the end of the day.

**New Construction:**

- New construction and renovations should be designed and built to minimize energy use. The most recent version of the American Society of Heating, Refrigeration, and Air Conditioning Engineers (ASHRAE) Standards should be set as the minimum energy efficiency guideline.
- All construction projects shall be reviewed for energy efficiency and proper light levels which are designated by industry standards such as the Illuminating Engineers Society (IES).
- Renewable energy technologies as well as day lighting are to be incorporated whenever feasible.
- New construction should be added to the building automation control system for enhanced energy management capabilities.

**Lighting:**

- Unless special needs are required, lighting level should be maintained at lighting levels as recommended by the Illuminating Engineers Society (IES).
- Interior decorative lighting should be kept at a minimum and exterior decorative lighting should be discouraged.
- The increased use of day lighting and day lighting controls, along with occupancy sensors should be used wherever possible.
- New construction and remodels should use high efficiency lighting. Changes in lighting levels will not have a negative impact on security.

**Cooling & Heating:**

- Unless special needs are required, the following minimum and maximum room temperatures shall be maintained:
  - During Occupied Hours: Heating – 68 Deg. F, Cooling – 74 Deg. F
  - During Unoccupied Hours: Heating – 60 Deg. F, Cooling – 85 Deg. F
  - Nights, weekends, and most holidays, the following temperatures will be set when the space is unoccupied: Heating – 60 Deg. F, Cooling – 85 Deg. F.
  - During the holiday closure between Christmas and New Year's, the heating set- point will change to 60 Deg. F. During this period the College is officially closed.
- Temperature settings for those areas not controlled or connected to the building automation system should be manually set at these ranges when not in use.
- If window air conditioners are utilized, the unit should be shut off when the space is not in use.
- The use of space heaters shall not be permitted.
- Critical operations will handled on an individual basis.

**Purchasing:**

- All Kirkwood purchases must be Energy Star-rated, or if there is no energy star rating for the desired equipment, energy efficient products should be purchased whenever possible.
- Recyclable and reusable products should also be purchased when feasible to reduce disposal costs.

**Individual Responsibility:**

- Windows with blinds should be opened unless there is direct sunlight that must be controlled due to glare.
- Unless necessary – individuals should take the stairs instead of the elevator.
- If a small fan is used to move air for comfort if an individual is too warm, the fan should not be left running when the person is away from their desk.
- Individuals should dress appropriately for the weather and have additional clothing available in case they are too cold in their space.

**Exceptions:**

Exceptions to this policy will be considered on an individual case by case basis. Requests for an exception should be forwarded to the Facilities. Facilities should be notified of date, time, and location of special events at least 48 hours in advance with change requests being kept to a minimum to assure the most efficient and economical operation of the accommodations.

**References**

**Definitions**

Term	Definition
Term 1	
Term 2	
Term 3	
Term 4	

**Revision Log**

Version Number	Date Approved	Approved by	Brief Description of Change

1	6/14/2010	Tom Kaldenberg, Vice President, Facilities	
2			New Template
3		Cabinet	Procedure template 9/3/2019