
TEMPLE UNIVERSITY ENERGY CONSERVATION POLICY

- 1) **Introduction** - Temple University is committed to following a policy of energy conservation, spurred by rising utility costs, tighter budgets, and a growing emphasis on conservation of limited natural resources. The goal of this policy is to create a realistic document that identifies energy and water conservation strategies for the entire campus community. This policy will be reviewed and updated periodically as public awareness, management techniques and technologies change.
- 2) **Objective** - Although Temple University has taken various measures over the years to conserve energy, the renewed emphasis on efficient building scheduling, operations and maintenance reflected in this policy is expected to reduce energy consumption substantially without capital investment.
- 3) **Policies**
 - a) **Heating, Ventilating and Air Conditioning (HVAC)**
 - i) **Temperatures**
 - (1) **Summer** - During the air-conditioning season, room temperatures will be maintained at 76°F +/- 2 degrees when occupied. Whenever it is economically and technically feasible, night setback features of the Building Automation System will be utilized to allow temperatures to rise to 85°F during unoccupied periods. Areas that are too cold or too hot should be reported to the Office of Facilities Management.
 - (2) **Winter** - During the heating season, room temperatures will be maintained at 68°F +/- 2 degrees when occupied. Whenever it is economically and technically feasible, night setback features of the Building Automation System will be utilized to allow temperatures to drop to 55°F during unoccupied periods. Areas that are too cold or too hot should be reported to The Office of Facilities Management.
 - (3) **Exceptions** - The only exceptions to this policy are special areas such as patient care, animal care units or research facilities that require constant, cooler or warmer temperatures. The Sustainability Office and the Office of Facilities Management will evaluate requests for exemptions on an individual basis
 - (4) **Occupant Responsibilities** – Occupants of University buildings should not expect space temperatures to be adjusted unless they fall outside of the acceptable ranges established in this policy. Occupants should report all energy-related problems (heating, cooling, and lighting) to the Office of Facilities Management’s Maintenance Dispatcher (215-204-1385). Other suggestions for reducing energy consumption should be addressed to the Office of Facilities Management’s Energy Manager (215-204-4515) or the Director of the Sustainability Office (215-204-2517).
 - ii) **Ventilation** – Doors and windows are designed to be kept closed at all times and should not be opened to alleviate heating or cooling problems in the buildings. Furnishings should not block vents nor should devices be placed near thermostats that would affect the temperature. Areas that are too cold or too hot should be reported to the Office of Facilities Management.
 - iii) **Hours of Operation** – HVAC operations will mirror the hours of building occupancy. Space temperatures maintained during designated unoccupied hours may not be suitable for normal activities.
 - iv) **Portable Heating & Cooling Devices** - Space heaters, personal air conditioners and hotplates are prohibited and will be removed.

b) **Lighting**

- i) **Switching** – Lights should be turned off by the last person leaving a space no matter how long they plan to be gone.
- ii) **Acceptable Types** – All indoor lighting shall be fluorescent or LED. Incandescent lamps are prohibited.
- iii) **Demand Response** – Lighting may be dimmed or turned off by Facilities Management in response to high prices or supply shortages. These are essential “demand response” actions and must not be overridden or bypassed by the occupants.

c) **Computers/Printers/Copiers**

- i) Computers and monitors should be turned off when not in use.
- ii) Printers and copiers should be turned off when not in use and/or times shortened when these machines wait to enter sleep mode.

d) **Purchasing** - University employees may purchase only ENERGY STAR certified products for all appliances and equipment where this rating exists. (See the complete purchasing policy at http://www.temple.edu/purchasing/SustainabilityPolicies/energy_star_policy.htm.)

e) **Water** – Faucets and hose bibs should never be left open and unattended.

Implementation Date: December 1, 2008