

6-16 Energy Conservation

It is the College's policy to reduce energy consumption through the efforts of its faculty, staff and students. The College will pursue this policy through active and passive measures. Active measures include asking the College's employees to close doors, turn off lights and engage in other, general conservation activities. Passive measures include installing energy-saving devices, designing new infrastructure with a goal of energy conservation, and operating existing facilities in the most energy-efficient manner. The policy will be reviewed periodically by the Chief Operations Officer and his/her staff to keep it current with new developments in energy conservation.

Procedures

A. Buildings

Windows and doors of heated or air-conditioned spaces should be kept closed. Imbalances in heating or cooling should be called to the attention of Director of Facilities.

Office equipment, lights, and window air conditioners should be turned off when not in use.

Office computers and printers should be turned off when not in use.

Maintenance should adhere to established preventive maintenance schedules for all HVAC equipment to ensure efficiency of operation.

All lighting, except that required for security purposes, will be turned off when buildings and facilities are unoccupied, such as at the end of the work day.

Custodial personnel will turn lights back on only in the areas where they are performing custodial work and will turn lights off when tasks are completed.

All central air conditioning equipment, including supply and return air fans, is to be shut off, or, for thermostatically controlled systems, set to activate at 80 degrees, on weekends, holidays and at night, except where doing so would adversely affect instruction, electronic data processing or other critical or 24-hour operations.

Single-room air conditioning equipment, such as window-mounted air conditioners, should be set to 75-78 degrees and turned off whenever the affected room is not in use.

The college participates in the Load Management Program run by the Elizabeth City Electric Department. Load Management requires the college to reduce its electricity consumption when requested by the Electric Department. This is accomplished by shutting down the campus HVAC system which draws the most electricity. When the college participates in Load Management there can be substantial savings in energy costs. However, the college must balance the potential savings against the comfort of its students, employees and visitors. When, in the opinion of the Chief Operations Officer, it is not in the best interest of the college and will negatively impact the comfort level of students, staff and visitors, the college will not participate in Load Management

B. New Construction/Renovations

Alternative energy sources such as passive solar heating and heat recovery should be considered as well as day lighting and other strategies for decreasing building energy consumption in accordance with green building concepts. Primary consideration should be given to connecting and /or extending central systems for heating, cooling and other electrical and lighting systems. Year-round cooling needs should be met by utilizing the most energy efficient systems. All new construction /renovations should include utility metering (electricity, natural gas, steam and water) and should consider energy-efficiency as a component of building design.