

Energy Policy

Arkansas Tech University is committed to reducing campus energy consumption. Success depends on the involvement and cooperation of every department and individual on campus. There are many gains that can be made on an institutional level. Through the ongoing, careful management of our heating, cooling, lighting, and water systems, we can have a huge impact on the operating costs and overall effectiveness of those systems. Additionally, each of us can make our own significant impact on operational costs and environmental sustainability by making good, daily decisions when it comes to energy and water use. The following guidelines describe best practices for energy reduction and represent the university's expectations.

Guidelines for Individual Responsibilities:

The following guidelines indicate expectations for each member of the Arkansas Tech community:

- Turn off your computer, including your monitor and speakers before you leave for the day, unless you are telecommuting from offsite. Network equipment will remain on.
- Turn off any non-essential office equipment in your space. When appropriate, Office Managers and Department Heads should assign responsibility for turning off equipment in shared spaces. Fax machines may remain on.
- Turn off your lights anytime you leave your workspace. This should happen when you leave for the day or when taking a break away from your office.
- Unplug personal appliances and other devices (coffee makers, radios, chargers, etc.) when not in use.
- Leave lights off when possible. If you have ample daylight and do not need artificial lights to work comfortably, keep them off. Remember that lights not only consume electricity but also give off heat, increasing the amount of electricity needed to cool the room.
- When working in a building outside of normal work hours, turn on only those lights in your immediate workspace (e.g., faculty use office lights only; when possible, custodial staff turn on lights in rooms only as you use them) keeping hallway and other general space lighting off.
- Keep doors between air-conditioned and non-air-conditioned spaces closed.
- No space heaters, whether University-owned or personal property, will be authorized for use unless a statement approved by Director of Facilities is on file with the maintenance office indicating that such equipment is necessary to maintain a temperature of 68°F.
- Use of refrigerators for non-instructional purposes should be consistent with good energy management practices. Approval for the use of a personal refrigerator must be obtained in writing from the Vice President or supervisor of your area. Exceptions to this limitation include but are not limited to maintaining laboratory plants or animal life, the operation of data processing or other equipment which is temperature sensitive. A written request for exemption from this limitation should be sent to the Director of Facilities.

To help encourage what may be new habits for some, Arkansas Tech's Energy Manager will regularly visit buildings throughout the day and night and will leave reminders when appropriate. This feedback will strengthen our efforts and should be reciprocal. Please contact the Energy Manager at (479) 968-0261 with any questions, concerns, or suggestions.

Guidelines for Institutional Responsibilities:

The following guidelines indicate operating standards implemented by specific university departments.

General:

- Computers will be managed with energy savings in mind. For example, all capable PCs will be programmed for the "energy saver" mode using the power management feature. If network constraints restrict this for the PC, the monitor will be set to "sleep" after 10 minutes of inactivity.
- Agencies should work with the Office of Information Systems when procuring technology items to ensure they are getting equipment that meets or exceeds Energy Star Compliance when possible.
- Agencies should ensure the consideration of energy consumption and compliance as a factor in evaluating all technology systems.
- The Office of Information Systems can assist all agencies in determining the best configuration of technology equipment.
- Digital sign displays located indoors should be turned off and on with a schedule that corresponds to the building's open/close times. Outdoor signs should be turned on and off based on campus open and close times. Other times outside these standard times should be coordinated with the campus Energy Manager.
- Exhaust fans will be regulated and turned off when possible.

Air Conditioning Equipment:

- Occupied temperature settings will not be set below 74°F without specific approval from the Energy Manager.
- During unoccupied times (defined based on use patterns for each building), the air conditioning equipment will be off. Exceptions will be made for areas with instruments, artwork or other items requiring special conditions. The systems will be programmed to not allow the space temperature to exceed 85°F.
- Air conditioning start times may be adjusted (depending on weather) to ensure a comfortable environment when space is reoccupied.
- Outside air dampers will be closed during unoccupied times.
- Relative humidity levels should not exceed 60% for any 24-hour period.

Heating Equipment:

- Occupied temperature settings will not be set above 70°F without specific approval from the Energy Manager.
- During unoccupied times (defined based on use patterns for each building), the systems will be programmed to not allow the space temperature to drop below 55°F. This may be adjusted during extreme weather.

Heating and Cooling Set Points:

	Occupied Set Points	Unoccupied Set Point
Cooling Season	74°F - 78°F	85°F
Heating Season	68°F - 70°F	55°F

Set points are in accordance with ASHRAE 55 "Thermal Conditions for Human Occupancy."

Lighting:

- All outside lighting will be off during daylight hours. Pre-programmed schedules will be regularly monitored for seasonal adjustments (e.g., daylight saving time beginning and end).
- LED bulbs shall be used in desk lamps instead of halogen or incandescent bulbs.
- Lights in all gymnasiums, cafeterias, and auditoriums will be off unless the area is being utilized.
- Every effort will be made to eliminate unnecessary nighttime outside lighting, understanding that safety and security are top priority considerations.
- When appropriate, lighting will be designed for intuitive shut-off when spaces are not in use.

Water:

- All domestic hot water systems will be set no higher than 120°F or 140°F for cafeteria service (with dishwasher booster).
- All plumbing and intrusion leaks will be repaired as soon as possible.

Guidelines for Effective Implementation and Measuring Impact:

- The Energy Manager will perform routine audits of all facilities and communicate the audit results to the appropriate personnel.
- The Energy Manager will provide monthly energy savings reports to key personnel detailing performance results.
- The Energy Manager will keep the campus community informed of the program's progress through various communications avenues.
- The Energy Manager will employ data loggers to monitor relative humidity, temperature, and light levels throughout the campus.
- The Energy Manager will make adjustments to temperature settings and run times for Heating, Ventilation, Air Conditioning (HVAC).

Environmental Management Policy:

Arkansas Tech University is committed to excellence in environmental, health and safety stewardship on our campus and in the larger community. The University will exercise responsible stewardship over the resources entrusted to it.

Arkansas Tech University is committed to being at the forefront of academic institutions. We will minimize, as feasible, the adverse environmental, health and safety impacts of our facilities, activities and operations. We will protect human health and the environment. We will strive in achieving and maintaining compliance with federal, state and local environmental, health and safety laws. We will encourage good practices in all of our departments, laboratories, facilities and operations and support them in achieving a high standard of institutional accountability for environmental, health and safety stewardship.

Energy Star Purchasing Policy:

Arkansas Tech University has committed to the purchase of Energy Star rated products as part of the Presidents' Climate Commitment. The Energy Star program is run by the U.S. E.P.A. and Department of Energy to assist individuals and businesses save money and protect the environment through energy efficient products and practices.

Universal Procurement and Building Policy:

- All appliances purchased by the University must be rated as Energy Star compliant if that type of appliance is rated by the program.
- All construction projects shall be reviewed for energy efficiency and proper light levels, which are designated by the industry standard, by the Director of Facilities.
- Renewable energy technologies, as well as day lighting and passive solar, shall be incorporated in any construction project when feasible.
- Utility meters to monitor the energy and water consumption shall be installed in new and renovated facilities.
- New construction and renovation projects must meet Commercial Energy Code Compliance.
- Architects must show proof of such standards being met or exceeded.