



ACU's Energy Conservation and Building Management Guidelines

ACU embraces energy conservation and believes it is our responsibility to ensure that every reasonable effort is made to conserve energy and natural resources while exercising sound financial management. To help achieve this goal, ACU has hired Cenergistic, Inc. to develop and implement a behavior-based energy conservation plan on the campus. Cenergistic, Inc. has permanently assigned an employee, the Energy Specialist, to the campus to implement these guidelines.

Responsibilities

- ACU is committed to and responsible for a safe and healthy learning and living environment.
- Everyone in the ACU community is expected to be an “energy saver” and an “energy consumer.”
- All employees of ACU and of the ACU affiliates (e.g. WFF, ARAMARK, WACU) are responsible for implementing these guidelines.
- Those responsible for implementing these guidelines in the various spaces on campus are:
 - Assigned Interior and Exterior Spaces – The department to which they are assigned
 - Common Interior Spaces (e.g. public corridors, lobbies, public restrooms) – Custodial Services
 - Common Exterior Spaces (e.g. parking lots, campus mall) – Landscape and Grounds
- The Energy Specialist will:
 - Be responsible for verifying that the night-time shutdown procedures are being followed.
 - Provide program updates to the ACU administration.
 - Perform routine audits of all ACU facilities and report the results to the appropriate personnel.
 - Make adjustments to ACU's energy management system, including temperature settings and run times for the heating, ventilation and air conditioning (HVAC) and other controlled equipment.
 - Provide monthly energy savings reports to Facilities and Campus Management detailing performance results.
- The Senior Leadership Team will regularly communicate the importance and the impact of the energy conservation program to both internal and external constituents.
- To complement ACU's behavioral-based energy conservation program, Facilities and Campus Management will develop and implement a preventative maintenance and monitoring plan for its facilities and systems, including HVAC, building envelope and moisture control.

General

- All outside doors and windows are to be closed when the heating, ventilation and air conditioning system is operating.



- Doors between heated and/or air conditioned spaces and non-heated and/or air conditioned spaces shall remain closed at all times.
- All exhaust fans should be turned off when not needed for proper indoor air quality.
- All office machines (e.g. non-networked copy machines, coffee makers) shall be turned off (not just allowed to go to sleep) at the end of each work day. Only fax machines and networked printers (including networked copy machines) may remain on.
- All computers in offices shall be turned off at the end of each work day. This includes turning off all monitors, local or attached printers, speakers, docking stations, scanners and any other external devices. **Computers located in classrooms, teaching laboratories and kiosks are excluded and shall remain on to receive updates. All networking equipment must remain on at all times.**
- All capable personal computers should be programmed for the “energy saver” mode using the power management feature.

Heating, Ventilation and Air Conditioning

The temperature settings and hours of heating or cooling for all ACU facilities are:

Type of Space	Thermostat or Temperature Settings*	
	Cooling: 72°F - 76°F Heating: 68°F - 72°F	Cooling: 85°F Heating: 55°F
Offices and Office Service	When occupied (Typically 8 a.m. to 5 p.m. Monday-Friday, except ACU holidays)	All other times regardless of occupancy. This includes spaces with their own individual temperature controls.
Classrooms, Teaching Laboratories, Classroom Service and Teaching Laboratory Service	During the scheduled course section days and times as scheduled in Banner During regularly scheduled or one-time events as scheduled with the Energy Specialist	All other times
Meeting and Conference Rooms	When occupied by the meeting participants as scheduled with the Energy Specialist	All other times including set-up and tear-down
Research Laboratories	Please notify the Energy Specialist for any special conditioning requirements	All other times
Open Laboratories, Common Spaces and Study Areas	During normal business hours	All other times
Residential Spaces	When occupied	All other times



The typical season dates are:

Season	Start Date	End Date
Heating	When the daily average temperature is below 55°F	When the daily average temperature is above 55°F
Cooling	When the daily average temperature is above 55°F	When the daily average temperature is below 55°F

Air Conditioning

- The thermostat or temperature setting shall **NOT** be set below 72°F.
- Ceiling fans should be operated in all spaces that have them. They must be turned off when the space is unoccupied.
- During periods of mild weather in spaces with doors and/or windows to the outside, the air conditioning should be turned off and the temperature regulated by using the windows and/or doors.

Heating

- The thermostat or temperature setting shall NOT be set above 72°F.
- During unoccupied times the setting shall be 55°F. During extremely cold weather the setting may be adjusted to 60°F.
- During the spring and fall when there is no threat of freezing, all heating systems shall be turned off.
- Domestic hot water heaters shall be set no higher than 120°F except for food service locations which may be set at 140°F.

Lighting

- Refrain from turning on lights unless definitely needed. Remember that lights not only consume electricity, but also can give off heat that places an additional load on the air conditioning equipment and thereby increases the use of electricity necessary to cool the space.
- Utilize natural lighting where appropriate.
- All unnecessary lighting in unoccupied areas will be turned off.
- Faculty should make certain that the lights are turned off when leaving a classroom.
- Everyone should turn off the lights when leaving their office.
- All outside lighting shall be off during daylight hours.
- Gymnasium lights shall only be on when the gymnasium is being utilized.
- All lights will be turned off at the end of the day.
- Custodial staff will turn on lights only in the area in which they are working.



Water

- Ensure that all plumbing leaks (e.g. dripping faucets, running toilets) are reported to Facilities and Campus Management immediately. Also report any roof or other building leaks.
- Grounds watering should only be done between 8 p.m. and 10 a.m. New landscapes and system maintenance are excluded.
- When spray irrigating, ensure that the water does not directly hit the building.

Energy Specialist

Cenergistic's Energy Specialist on the ACU campus can be contacted at:

Specialist:	Ben Rude
ACU Box:	27988
Phone:	325-674-2665
Email:	brude@cenergistic.com

To submit a request for heating or cooling for a space:

- Call Facilities and Campus Management at 325-674-2665 or submit a work order through SchoolDude's My School Building for the Energy craft.
- Please be very specific about the event's start and stop times, so the space can be programmed for adequate conditioning.
- Once the Energy Specialist schedules the runtimes, SchoolDude will notify you via email that the event has been scheduled.