

## **WGTC 3.24**

### **Energy Use and Maintenance**

All required maintenance or repairs to buildings or fixtures must be requested via a service request through KnightShare at the following site (Building Engines):

<https://www.requestcom.com/geofire/login>

### **Energy Conservation Measures**

West Georgia Technical College is committed to promoting energy efficiency and conservation to benefit students, faculty, staff, and the campus community. Beyond reducing utility bills, careful energy management helps protect the environment and extends the life of equipment while also maintaining a comfortable setting in which to learn, teach, and work. WGTC recently completed the State of Georgia's Energy Challenge that required agencies to reduce the amount of energy consumption by 15% by the year 2020.

This policy outlines new energy conservation practices and schedules for heating, cooling and using electricity in campus buildings; lists steps students, faculty, and staff should take when using campus buildings; modifies purchasing practices for products and services; and sets new energy-related requirements for renovation and construction projects. The policy also establishes a dedicated e-mail address to encourage students, faculty, and staff to share ideas for additional energy savings.

### **Heating and Cooling Standards for Campus Buildings**

Temperatures in campus buildings will be set as follows:

Occupied Space            72 degrees (cooling) and 68 degrees (heating)

Unoccupied Space        80 degrees (cooling) and 60 degrees (heating)

- Operation schedules and temperature set points will be modified in cooperation with the Executive Director of Facilities as needed to accommodate non-standard building operations.
- Humidity limit is 60 percent in all cases.
- Occupied temperature set points will be achieved during normal building hours.
- Authorized exceptions: Libraries, dental and cosmetology labs can be set at 70 degrees with no more than 30-50% humidity.

- Chiller (cooled water) temperature should be set as high as possible to allow for energy savings while still allowing for successful temperature control.
- Boiler temperature should be set as low as possible to allow for energy savings while still allowing for successful temperature control.
- Watering shall be accomplished using water reclamation tanks as permissible to limit use of domestic watering for washing cars or watering plants.

### **Purchasing Practices**

Energy efficiency should be standard criteria in all requests for proposals, specifications, and contracts for products and services.

- Purchase ENERGY STAR-rated equipment when possible.
- Purchase and install laboratory equipment that minimizes energy and water use.
- Purchase fuel-efficient vehicles that run on alternative energy sources.

All requests for approval or exceptions should be addressed to the Executive Director of Facilities. If approved, a certificate of exception will be issued and will be maintained by the requestor and made available for review if requested.

### **Renovation and Construction**

All campus renovation and construction projects should adhere to the Energy Use Policy. In addition, all renovations should incorporate as many energy saving devices/fixtures as economically possible.

### **Campus Community**

Faculty, staff and students are instrumental to the success of the Energy Use Policy. To support the energy conservation measures outlined in this policy, members of the campus community can take the following actions:

- Dress for the weather.
- Turn off lights and equipment when leaving a room, even for short periods of time.
- Ensure that lights and equipment are turned off in common areas at the end of the workday.
- Ensure doors and windows are closed overnight and when the building is heating or cooling.
- Unless required for remote access, turn off personal computers and equipment at night; configure to power down automatically when not in use.
- Plan activities to eliminate or combine trips and reduce state vehicle use.
- Limit the use of high energy use items; prohibited equipment includes:
  - Incandescent and halogen lighting.
  - Office refrigerators, hot plates and personal heaters, except as needed to achieve specified temperature ranges and for medical purposes.
    - Personal heaters, if approved, will be limited to ceramic type elements with tip-over safety devices only.

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Facilities. If approved, a certificate of exception will be issued and will be maintained by the requestor and made available for review if requested.

**Feedback from the Campus Community**

West Georgia Technical College welcomes all suggestions and recommendations for improvements in the energy use arena. Please email the Executive Director of Facilities with any suggestions/recommendations.

Reference: State Board Policy 3.3.1.  
<https://www.tcsg.edu/tcsgpolicy/files/3.3.1.pdf>

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