

Knoxville Campus Policy: OP00011-K Energy Conservation	
Version 1	Effective Date: 10/11/2019

Facilities Services

Energy Conservation

PURPOSE:

The University of Tennessee, Knoxville "UT Knoxville" is committed to a policy of energy efficiency and energy conservation, particularly during this time of rising utility costs, tighter budgets and new Instruction on campus. This policy identifies energy conservation as a significant issue for UT Knoxville and outlines steps to manage and reduce energy consumption on campus in a manner that is consistent with the university's mission and goals for instruction, research and public service.

General Policy

It is UT Knoxville's policy to reduce energy consumption on campus whenever possible through the support and everyday efforts of faculty, staff, students and university visitors ("the campus community"). This shall be accomplished through the following energy conservation measures:

- Individual actions such as closing doors and windows, and turning off lights, window air conditioning units and computers when not in use and at the end of each day.
- Technical strategies like pursuing energy savings in equipment operations and maintenance, as well as in building renovation and new construction.
- Education and outreach that encourage energy conservation and environmental stewardship on campus and beyond.

Expectations

1. The campus community shall acknowledge the importance of energy conservation on campus by following the guidelines outlined in this policy (see **Guidelines**).
2. The UT Knoxville Facilities Services Department ("Facilities Services") shall implement this policy and shall ensure that university buildings are operated, maintained, renovated and constructed in compliance with the policy.
3. Facilities Services shall make every reasonable effort to ensure that indoor air temperature settings achieve energy savings while protecting university assets and providing adequate working and learning conditions for building occupants.
4. All energy conservation measures, whether undertaken by Facilities Services or by individual members of the campus community, shall be consistent with the university's mission and goals for instruction, research and public service.

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Guidelines

Henceforth, the following guidelines for energy conservation shall be followed in all buildings managed by the UT Knoxville Facilities Services Department:

Indoor Air Temperatures

1. Building occupants should not tamper with thermostat settings and are expected to dress appropriately for the season to minimize the need for heating and cooling.
2. During normal occupied hours, the target indoor air temperature shall be 68 degrees Fahrenheit for heating and 76 degrees Fahrenheit for cooling. Facilities Services shall ensure that building spaces are as close to these set points as possible. Exceptions to these temperatures must be approved (see **Exemptions**).
3. During off hours, heating, ventilation and air conditioning systems shall be adjusted so that indoor air temperature settings achieve the greatest energy savings possible while protecting university assets.
4. Temperature exemptions will be granted only under extenuating circumstances (see **Exemptions**).
5. While buildings are being heated or cooled, doors and windows shall remain closed and as secure as possible to prevent loss of conditioned air.
6. Chemical fume hood sashes shall be closed when not needed to prevent loss of conditioned air. Whenever possible, exhaust fans shall be turned off when hoods are not in use.

Purchasing

7. ENERGY STAR qualified equipment, systems and appliances (see <http://www.energystar.gov>) shall be purchased whenever such products are available and the following two conditions are satisfied:
 1. The quality and function of the ENERGY STAR qualified product is equal or superior to that of non-ENERGY STAR qualified products; and,
 2. The additional upfront cost of the ENERGY STAR qualified product is less than its resulting lifecycle energy savings.

If it is not possible to satisfy both of these conditions, then the most energy efficient-equipment, systems and appliances possible shall be purchased.

8. Energy-efficient flat panel computer monitors shall be purchased unless medical, instructional, research or other special requirements necessitate the use of less efficient CRT monitors.

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Computers & Other Electronics

9. Faculty and staff shall adjust power settings on computers and other electronic office equipment to maximize energy savings, unless research or instructional requirements require full power. The following power settings shall be used for computers:
 1. CPUs: Set to enter system standby or hibernate mode after 30-60 minutes of inactivity; and,
 2. Monitors and hard disks: Set to enter sleep mode after 5-20 minutes of inactivity.

For detailed instructions on how to activate power settings on your computer, please consult the following [ENERGY STAR website](#).

10. Computers and other electronic office equipment, as well as window air conditioning units (where applicable), shall be turned off when not in use and at the end of the day.
11. Portable space heaters consume large amounts of energy and are not authorized for campus use without prior written approval (see **Exemptions**).
12. Electric blankets and heat lamps consume large amounts of energy and are not authorized for campus use unless for the purposes of instruction or research.
13. Refrigerators, microwaves and coffee makers consume large amounts of energy and are not authorized for use in individual spaces on campus.

Lighting

14. Lights shall be turned off when not in use, when leaving a room unoccupied and at the end of the day.
15. Energy-saving fixtures, lamps, ballasts and lighting control systems will be used to the fullest extent possible in routine maintenance and repair jobs, as well as in major renovation and new construction projects.
16. Artificial lighting is to be used only when daylight is insufficient to perform the task at hand, or where campus safety would be compromised without artificial lighting.
17. Lighting levels recommended by the most recent edition of the Illuminating Engineering Society (IES) Lighting Handbook shall be used as guidelines.
18. Energy-saving occupancy sensors and day lighting control systems shall be installed whenever possible.
19. Day lighting shall be used to the fullest extent possible in major renovation projects and new construction projects.

Water

20. Water is to be used sparingly. Showers and faucets shall be turned off after each use.
21. Cold water shall be used whenever possible, unless sanitary or other special requirements necessitate the use of hot water.

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22. Low flow toilets, showers and faucets shall be installed whenever possible.
23. Domestic hot water temperatures shall be controlled to 120 degrees Fahrenheit unless medical, instructional, research or other special requirements necessitate the use of other temperatures.

Miscellaneous

Except for the physically challenged and persons transporting heavy equipment or materials:

24. Minimize the use of elevators. Take the stairs whenever possible.
25. Open doors manually rather than with the assistance of ADA door openers.

Exemptions

Exemptions from this policy shall be granted only under extenuating circumstances when necessary to accommodate medical, instructional, research or other special requirements. Exemptions requests shall be evaluated on a case-by-case basis.

To apply for an exemption, an Environmental Exemption Request Form must be completed. This form may be downloaded online at <http://fs.utk.edu/Resources-nav/Forms.html> or requested by phone at [974-5346](tel:974-5346).

Additional Information

Faculty and staff are encouraged to report building conditions that are inconsistent with the guidelines outlined in this policy by submitting a work order to Facilities Services online at <https://archibus.tennessee.edu/archibus/login.axvw>, or by phone at [974-5346](tel:974-5346).

Faculty and staff may request occupancy sensors from Facilities Services. These devices automatically turn off lights when a space is not occupied. "Out of the Office" door hangers and "Flip It Off" light switch plates are also available. To request occupancy sensors, door hangers or light switch plates for your office area, please email environment@utk.edu, or call 974-7780.

The campus community is encouraged to make suggestions for additions or modifications to this policy, as well as other energy conservation suggestions. Please email environment@utk.edu, or call 974-7780.