Wesleyan University

Department of Physical Plant - Administrative Policy

TITLE: Energy Conservation Policy

POLICY:
It is the policy of Wesleyan University to manage its building HVAC systems so energy is consumed in the most sustainable manner possible while maintaining indoor temperatures that are safe and comfortable for teaching, research and operational purpose.

APPLICABILITY: This policy applies to all University Faculty, Staff, and Students.

PURPOSE:
1. Minimize the University’s energy consumption and direct/indirect carbon dioxide emissions.
2. Define standards for reasonably comfortable indoor environment within each building.

PROCEDURE AND STANDARDS
1. The Physical Plant Department and/or building occupants shall control and maintain temperatures within the following limits to achieve reasonable comfort for most occupants while conserving energy¹.
2. Temperatures shall be adjusted based on a facilities operating schedule. In the absence of specific instruction to other periods, occupied periods in offices shall be 8 AM and 6 PM, Monday through Friday and all other periods considered unoccupied/vacant. Occupied periods in academic facilities will be based on class schedule.

   A. Buildings¹ with central heat and air conditioning systems:

      1. Buildings with Re-heat:
         Reheat systems cool down incoming air to de-humidify it, and then re-heat it to the desired temperature. In situations such as these, not re-heating the air saves energy since you are not using energy to add warmth to the air. (41 Wyllys; Allbritton; Fisk Hall; Olin Library; Usdan; Fayerweather; Science Library)

         | Summer Conditions | Temperature (F± 2° unless otherwise noted) |
         |-------------------|------------------------------------------|
         | Temperature Occupied | 74°                                      |
         | Temperature Unoccupied | 69°                                     |

         | Winter Conditions: |
         |-------------------|
         | Temperature Occupied | 70° |
         | Temperature Unoccupied | 65° (Minimum) |

¹ Spaces excluded from this policy include those devoted to archival, chemical and radioactive materials storage; animal care, food preparation, certain theatrical and athletic performance venues such as dance studios, pools, and ice rinks, and rental properties. Space temperatures may exceed extremes during unoccupied periods.
2. **Buildings without Re-Heat:**
   CFA; Cady; Clark Hall; Freeman Athletic Center; Hall Atwater; 92 Theater; Zelnick Pavilion; North College; PAC; Exley; South College; 160 Cross Street; 170 Long Lane; 247 Pine; 255 Pine; 255 High; 95 Pearl; 208 High; 318 High; 327 High; 70 Wyllys, 74 Wyllys; 301 Washington Terrace; 307 Washington Terrace, 343 Washington Terrace.

   **Summer Conditions:**
   Temperature (F± 2° unless otherwise noted)
   - Temperature Occupied: 75°
   - Temperature Unoccupied: 77°

   **Winter Conditions:**
   - Temperature Occupied: 68°
   - Temperature Unoccupied: 65° (minimum)

B. **Buildings with central heat systems and window mounted A/C units (or not air conditioned)**

   **Summer Conditions:**
   Temperature (F± 2° unless otherwise noted)
   - Temperature Occupied: 75°
   - Temperature Unoccupied: 77°

   **Winter Conditions:**
   - Temperature Occupied: 68°
   - Temperature Unoccupied: 65° (minimum)

3. Lights in unoccupied areas shall be turned off immediately upon exiting the areas. Exception: Lights in emergency egress corridors shall remain on as designed.

4. Use of portable electric heaters is prohibited unless needed to maintain temperatures within indicated range.

5. Disabling lighting occupancy sensors is also prohibited.

**REFERENCE:**

**RESPONSIBILITY FOR KEEPING PROCEDURE CURRENT:**
Director of Utilities Management

**DISTRIBUTION OF PROCEDURE AND SUBSEQUENT REVISIONS:**
Physical Plant Policy and Procedures Manual
Human Resources Department

**RECORD OF REVISIONS:**

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