

Energy Conservation Policy

1. PURPOSE

- To establish guidelines and practices that lower the school's energy consumption, reduce expenditures on energy, and support greenhouse gas reduction goals.

2. SCOPE

This policy is applicable to all TUIT buildings, facilities, and equipment.

3. POLICY

1. Lighting

Employees and students shall make every effort to reduce the amount of energy associated with lighting in all campus' facilities by:

- Turn lights off in unoccupied spaces.
- Discontinuing the use of incandescent lighting wherever more efficient lighting is possible such as when compact fluorescent or light-emitting diode (LED) bulbs can be used.
- Maximizing the use of natural light and turning off all nonessential lighting whenever possible.
- Utilizing task lighting in lieu of overhead lighting when appropriate.
- Turning off exterior building architectural lighting between 11:00 pm and 6:00 am
- Personal safety shall not be compromised from lighting energy reduction decisions

2. Interior Environment

- Every effort will be made to maintain the occupied temperature in all campus facilities at 22 to 24 degrees Celsius. This excludes special environmental needs such as server rooms and computer laboratories.
- Classroom with 20 or fewer students will be set at 22 degrees centigrade.
- Only authorized personnel and security guards are allowed to operate the centralized control system of the Air Conditioning units.
- Every effort will be made to improve the utilization of our buildings by consolidating activities from lower utilized buildings into higher utilized buildings. This will allow building ventilating and air conditioning system run time to be reduced, resulting in energy saving.

3. Computers

- Computer power management software should be able to minimize the operation and consumption of electricity when computers are not in use. This excludes computers performing the unique computational function
- Computers purchased must have energy-saving features and should be enabled whenever in use.
- Peripheral equipment should be turned off whenever possible.

- Students are encouraged to turn off and unplug gaming consoles when not in use (some brands use almost as much turn of as when turning on).
- 4. **Office Equipment**
 - All powered office is equipment should be turned off or place on standby when not in use unless it is detrimental to the operation of the equipment to do so. Items such as copiers, printers, calculators, shredders, etc., should be turned off at the end of the workday.
 - Office equipment quantities should be reduced through consolidation to central locations for shirt use whenever possible
- 5. **Appliances**
 - Employees
 - Non-school-provided appliances (such as printers, coffee makers, refrigerators, freezers, microwaves, toasters, lamps, televisions, and scanners) may only be used if approved by the Rector.
 - The quantities of purchased appliances, facilities, and equipment shall be reduced through consolidation to central locations for shared use whenever possible.
 - All new or replacement computer monitors and televisions shall be LCS unless there is a justifiable need for the tube-based display.
 - All appliances shall be turned off when not in use unless it is detrimental to do so (for example a refrigerator or freezer).
 - Students
 - All appliances shall be turned off when not in use unless it is detrimental to do so (for example a refrigerator or freezer).
 - Lighting facilities and air conditioning units inside the classrooms must be turned off before leaving the room
 - Make sure that all computers/gadgets are unplugged when leaving the classrooms and laboratories.
- 6. **Fume Hoods**
 - Fume hood sashes are to be closed when not being accessed to minimize energy use and provide improved lab safety.
 - Fume hoods that won't be used for a long period of time should be brought to the attention of the Office of Physical Plant for the shutdown.

4. RESPONSIBILITIES

- Employees and Students – are responsible for:
 1. Recognizing that energy conservation is important to the school's fiscal health and environmental goals.
 2. Complying with the policy.
 3. Take actions to conserve energy and reduce energy waste.
 4. If employees or students have ideas on energy conservation or wish to report energy waste, they should report to the Office of the Vice President for Administration or to their respective Department Heads.
- Vice President for Administration – is responsible for:
 1. Communicating this policy to everyone within their jurisdiction.

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2. Including energy conservation procedures in orientation programs.