



THE UNIVERSITY of
NEW ORLEANS

**ADMINISTERED BY: Office of Vice
President for Business Affairs**

Policy No: AP-BA-04.2
TITLE: Energy Management and
Conservation
EFFECTIVE DATE: March 7, 2014
CANCELLATION:
REVIEW DATE: Spring 2016

PURPOSE

The purposes of this directive are to:

1. Consolidate past energy related practices into one directive on energy management and conservation, and
2. Promote conservation of energy for the purpose of reducing utility.

AUTHORITY

*Part Two, Chapter III, Section VII of the Bylaws and Rules of the University of Louisiana System;
University of Louisiana System Policy and Procedure Memorandum FP-V.-1(High Speed Internet and
Air Conditioned Environment).*

DEFINITIONS

1. Energy Management is a program of planned direction and control for efficient and effective use of energy.
2. Energy conservation is saving energy. It is achieved by adoption of energy saving opportunities. The objective of energy conservation is utility cost savings.
3. The three fundamental methods of conserving energy are:
 - a. Eliminating non-essential use of energy so that energy is used only where and when needed to provide minimum acceptable conditions.
 - b. Reducing heat loss and heat gain.
 - c. Improving efficiency in the operation of energy converting, transmitting, and consuming systems and equipment.

GENERAL POLICY

1. Instructional schedules and special activity room assignments will be made consistent with the efficient and effective use of some building comfort conditioning systems. It may be necessary to

schedule some classes in buildings other than the building that houses the relevant departmental and faculty offices. This is particularly true for evening and Saturday classes.

2. Routine comfort conditioning will be provided for offices during regular working days from 8:00 am to 4:30 pm and for classrooms in accordance with the class schedule. Faculty working beyond normal working hours are encouraged to use the Library faculty carrels. Requests for comfort conditioning for special activities will be processed in accordance with AP-AA-4.2, Use of Academic Facilities.
3. Room comfort conditioning will be regulated to cool to 78 degrees F and heat to 68 degrees F. Exceptions will be considered for special research and delicate equipment and materials. The use of portable space heaters is discouraged, and departmental budgets must not be used to purchase space heaters. The use of fans is acceptable, and departmental budgets may be used to purchase fans.
4. Comfort conditioning problems will be reported to the Building Coordinator's office. The Building Coordinator, designated Representative or Alternate will report valid complaints to the Work Control @ 280-4948 for correction of the problem.
5. Facility Services will assign an Energy Management Engineer to lead an ongoing University energy conservation effort. The Energy Management Engineer will coordinate building energy conservation activities with the designated Building Energy Representatives.

PROCEDURE

Instructional and Special Activity Room Assignments

- a. Instructional schedules are prepared according to the procedures of AP-AA-3.2, Preparation of Instructional Schedules for Credit Courses. The AP lists building classrooms and associated air handling units. The Office of Academic Affairs reviews proposed instructional schedules, ensuring that proper emphasis has been given to building assignments, room groupings and class hour groupings for the efficient and effective use air conditioning.
 - b. Special occasional activities are scheduled with the same considerations. The Office of Academic Affairs determines which suitable facility can be used that provides for effective and efficient use of air handling equipment.
 - c. Plans for computerization of instructional and activity scheduling include provision for wise use of air conditioning equipment.
2. Heating and Cooling Problems
 - a. Building Coordinators have been provided with portable digital thermometers for the purpose of verifying complaints before reporting them as problems. (Temperatures are found to be within the 68-78 degree limits in about 15 percent of the complaints.) Report the need for new batteries or other thermometer problems to Work Control.

- b. Work Control personnel's goal is to respond to each trouble call within one (1) hour. They are instructed to report problem resolution or progress to the Building Coordinator's office so that response is known.

3. Energy Conservation Activities

- a. The Energy Management Engineer works with the Building Energy Representatives to promote energy conservation in each building.
- b. Building Coordinators and Building Energy Representatives have copies of the "UNO Energy Management Plan." It summarizes our accomplishments and presents our conservation plans for the future.
- c. The Energy Management Engineer will issue updated information on energy conservation results and future activities periodically. Copies are sent to Building Coordinators, Building Energy Representatives and the Office of Information Services.



Peter J. Fos, Ph.D., M.P.H.
President
University of New Orleans