

ENERGY CONSERVATION

Policy

On January 2, 1990, the Governor signed Executive Order 132, establishing a State Facilities Energy Conservation Program. The primary objective of the Executive Order is to reduce energy consumption in all State Facilities by **20 percent** by the year 2000 through increased energy conservation efforts. It is the policy of the State University of New York, College at Geneseo to support fully the Governor's Energy Conservation Program. The cooperation of all members of the campus is essential, if the College is to increase conservation and maximize cost avoidance.

The Governor's Energy Conservation Program consists of five major points:

1. Identifying energy conservation measures through energy audits and technical assistance studies;
2. Preparing annual energy plans to describe how agencies will reduce energy consumption to meet the State's goal of a 20 percent reduction;
3. Preparing budget requests and five-year capital plans consistent with the State's energy conservation efforts;
4. Implementing energy conservation measures and projects; and
5. Investigating and using alternative sources of funding and methods to implement energy conservation efforts.

Procedures

The energy management guidelines for all State buildings enumerated in *Budget Policy and Reporting Manual*, Item E-060 will be followed at Geneseo.

- I. Energy should not be used in buildings to heat above 68 F nor cool below 78 F. Domestic hot water temperatures will not be set above 105 F.
- II. Portable electric heaters and fans and personal comfort air conditioning shall not be permitted for use in State offices.
- III. All air conditioning and ventilation equipment should be turned off on weekends, holidays, and all other unoccupied periods.
- IV. Personal computers and all other office equipment should be turned off when not in use and at the end of each work day unless there is a specific need for continuing operation.
- V. All lighting will be turned off when not in actual use, when rooms are unoccupied, and at the end of the work day.
- VI. Use of lighting and other uses of electrical energy inside or outside of buildings will be held to the lowest possible level without impairing necessary security or safety.
- VII. Existing draperies, blind or exterior shading devices should be used to regulate desired heat loss or heat gain, as well as to make maximum beneficial use of available daylight.

Adherence to many of these guidelines will take concerted efforts on everyone's part. Building spaces will be cooler in winter and warmer in summer. Lights should be turned off and draperies and blinds closed upon leaving a room. Do not use space heaters. They are not only explicitly prohibited in the guidelines, but consume inordinate amounts of energy. Many do not meet fire or electrical codes and present a real fire hazard.

If anyone feels that an office or classroom is too hot or too cold, he or she should call the Work Control Center at 245-5661. The Facility Services will dispatch personnel to make adjustments to the controls system.