

 <b>Policy Procedures</b>	Title: Environmental Sustainability: Energy Conservation Procedures	
	Policy Reference:	Policy 4300: Environmental Sustainability
	Effective Date:	March 1, 2018

## A. Overview

Addressing energy consumption is of utmost importance when working towards a sustainable future. Participation in the following energy conservation guidelines is strongly encouraged, as Selkirk students, staff and faculty are instrumental in achieving College energy conservation targets. These procedures apply to all College buildings.

## B. Policy

Policy 4300 *Environmental Sustainability* outlines the College's commitment to reducing its ecological footprint by incorporating sustainability concepts into decision making and into the development of operational policies.

## C. Procedure

### 1. Heating and Cooling

- Every effort will be made to ensure the following building target temperature standards are met. The standards below follow the acceptable thermal comfort range of 20°C – 27°C as specified by the American Society of Heating, Refrigeration and Air-Conditioning Engineers (ASHRAE) Standard 55.

	Occupied Building	Unoccupied Building
Heating Season / Winter	21°C	15°C
Cooling Season / Summer	26°C	natural

*An occupied building will be defined according to specific hours of operation, generally within the framework of 7:00 am to 9:00 pm, excluding campus closures.*

- Occupants are encouraged to dress appropriately according to the season to reduce the need for heating and cooling.
  - Use of personal space heaters and air conditioners is strongly discouraged. Temperature exceptions may be granted and campus-issued space heaters may be provided. Exceptions will be continually re-evaluated. Please contact Campus Management with temperature concerns.
  - While being heated or cooled, outside doors and windows should remain closed and air vents uncovered.
- ### 2. Electronic Equipment and Appliances
- Staff and faculty computer monitors should be turned off when not in use. This includes when the monitor is not in active use and when a work station is vacant. Staff and faculty are encouraged to turn off personal computer monitors manually at these times instead of relying on timed sleep modes.
  - Projectors should be turned off after use.
  - Use of personal office appliances, including but not exclusive to refrigerators, coffee makers, kettles, and microwaves, is strongly discouraged. Staff and faculty are instead encouraged to use the provided communal staff kitchens.
- ### 3. Lighting
- Building occupants are expected to turn off all lights when not needed. This includes when leaving an unoccupied room or when daylight is sufficient.
  - Where task lighting is necessary, energy efficient bulbs should be used. These can be obtained from the Maintenance Department.
  - Use of decorative lighting is strongly discouraged.
- ### 4. Accessibility
- Automatic door switches are intended for handicap use only.
  - Use the stairs instead of elevators whenever feasible.