

Policy History
<b>Policy No.</b> BP6
<b>Approving Jurisdiction:</b> President
<b>Administrative Responsibility:</b> Vice President, Administration & Finance
<b>Effective Date:</b> September 11, 2015

## Energy Conservation Procedure

### A. DEFINITIONS

1. **Campus community:** Refers to faculty, staff, students, contractors and university visitors.
2. **Energy conservation:** Using energy resources in a sustainable way by considering which processes are wasteful and addressing those inefficiencies.
3. **Facilities Services:** Refers to the University’s Facilities Services Department.
4. **PSECA:** Refers to the Public Sector Energy Conservation Agreement between the provincial government and BC Hydro. The objective of PSECA is to decrease electricity consumption in public sector buildings. The PSECA is targeting a 20% reduction in public sector electricity by 2020 which applies to provincial government office buildings, Crown corporations, schools, universities, colleges, hospitals and social housing.
5. **University:** Refers to Kwantlen Polytechnic University.

### B. PROCEDURES

1. It is the University’s policy to minimize energy consumption and meet with requirements specified by the PSECA on the campuses whenever possible. This is accomplished with the support and ongoing efforts through the following energy conservation measures:
  - a. *Individual Actions* such as closing doors and windows; turning off lights and computers when not in use and at the end of each day.
  - b. *Technical Strategies* such as pursuing energy savings in equipment operations and maintenance, as well as in building renovation and new construction.
  - c. *Energy Awareness Training* that encourages energy conservation and environmental stewardship on the campuses and beyond.

## 2. Guidelines:

### a. Buildings

#### i. Indoor Air Temperatures

- 1) During normal occupied hours, the target indoor air temperature for offices and classrooms will be a minimum of 20 degrees Celsius for heating and a maximum of 26 degrees Celsius for cooling. Trade shops will have a targeted minimum heating temperature of 15 degrees Celsius. No cooling is provided for trade shops. Facilities Services shall ensure that building spaces are as close to these set points as possible. If building spaces are uncomfortably warm, employees are to contact the Facilities Services Department at [facilities@kpu.ca](mailto:facilities@kpu.ca) or by phone at (604) 599-2100.
- 2) Building occupants are expected to be prepared for temperature variations and dress for seasonal conditions.
- 3) When the University is closed, heating, ventilation and air conditioning systems will be adjusted so that indoor air temperature settings achieve the greatest energy savings possible while protecting university assets.
- 4) Chemical fume hood sashes are to be closed when not needed to prevent loss of conditioned air. Whenever possible, fume hood exhaust fans are to be turned off when hoods are not in use.
- 5) The University's building automation system will be used to control night time temperatures or other extended periods when facilities are unoccupied.

#### ii. Lighting

- 1) Lights are to be turned off when not in use, when leaving a room unoccupied and at the end of the day.
- 2) Energy-saving fixtures, lamps, ballasts and lighting control systems will be used to the fullest extent possible in routine maintenance and repair jobs,
- 3) New construction and renovations will use high efficiency lighting and day lighting to the fullest extent possible.
- 4) Interior and exterior decorative lighting will be kept at a minimum.

#### iii. Electronics

- 1) Computers and other electronic office equipment are to be turned off when not in use and at the end of the day.
- 2) New and replacement portable space heaters, refrigerators, microwaves and coffee makers consume large amounts of energy and are not authorized for campus use without prior written approval from Facilities Services.

- iv. Water
    - 1) Water use is to be minimized. Showers and faucets are to be turned off after each use.
    - 2) Cold/cool water will be used whenever possible, unless sanitary or other requirements necessitate the use of hot water.
    - 3) Low flow toilets, showers and faucets are installed whenever possible.
    - 4) Domestic hot water temperatures will be controlled to 120 degrees Fahrenheit unless medical, instructional, research or other special requirements necessitate the use of other temperatures.
  - v. Miscellaneous
    - 1) Minimize the use of elevators. Take the stairs whenever possible.
    - 2) Minimize use of automatic doors and open doors manually rather than with the assistance of door openers.
- b. New Construction
- i. New construction will be designed and built to minimize energy use. The design process will include energy life cycle costing analyses. New buildings will be added to the existing University's building automation system for enhanced energy management capabilities. Alternative energy sources for heating and heat recovery will be considered, as well as day lighting and other strategies for decreasing building energy consumption in accordance with green building concepts.
- c. Renovations
- i. All new construction/renovations will review the benefits of including utility metering (electricity, natural gas, water) and will consider energy-efficiency as a component of building design. Alternative energy sources such as heat recovery will be utilized where practical as well as day lighting and other strategies for decreasing building energy consumption.
- d. Additional Information
- i. Faculty and staff are encouraged to report building conditions that are inconsistent with the guidelines outlined in this procedure by submitting a service request to Facilities Services at [facilities@kpu.ca](mailto:facilities@kpu.ca) or by phone at 604-599-2100.

## C. RELATED POLICY

Refer to *BP6 Energy Conservation Policy*.