

# ENERGY CONSERVATION BEST PRACTICES FOR BUILDING MANAGERS

	LOW EFFORT	MEDIUM EFFORT	HIGH EFFORT	
HIGH IMPACT	<p>The fastest way to reduce energy consumption is to focus on temperatures and occupancy settings.</p> <p>Set thermostats in occupied rooms within university guidelines:</p> <p><b>SUMMER</b> 75°F or higher</p> <p><b>WINTER</b> 68°F or lower</p>	<p>Request an energy assessment to identify opportunities for savings.</p> <p>Install and maintain vacancy sensors to keep lights off when not in use.</p> <p>Each year, check HVAC equipment to ensure it is operating as designed and scheduled.</p>	<p>Utilize occupied/unoccupied scheduling whenever possible.</p> <p>In laboratories, keep hood sashes closed when not in active use.</p>	<p>Tailor heating and cooling to the times of day a space is used. Example: If a 1st floor is used much more than the 2nd or 3rd floors in the evenings, heat/cool only the 1st floor when occupied and put the other floors in unoccupied mode.</p> <p>Explore sub-metering to monitor energy use on large equipment to find areas for improvement.</p>
MEDIUM IMPACT	<p>Space heaters use a lot of energy and reduce HVAC efficiency. Ask your Facilities Superintendent about alternate ways to improve occupant comfort.</p> <p>Ensure access to shared refrigerator, microwave, printer, etc. to reduce desire for personal appliances.</p>	<p>Install high efficiency LED lighting to reduce electricity consumption.</p> <p>Keep lights off in places with good natural light. Eliminate extra lighting in overlit spaces. Install photosensors.</p> <p>When replacing old equipment, choose Energy Star options.</p> <p>Meet with peer groups to discuss best practices and lessons learned.</p>	<p>When possible, turn off screens, projectors, autoclaves and other high-energy-consuming equipment.</p>	<p>Vacating and not conditioning a space is an effective way to use less energy.</p> <p>Rethink the use of your space:</p> <p>Could offices be redistributed and reorganized to fit more occupants?</p> <p>Could cold people move to warmer spaces and vice versa?</p> <p>Do unoccupied areas need the amount of conditioning and lighting they receive?</p> <p>Are certain areas of the building better conditioned in particular seasons? Move winter/summer operations accordingly.</p>
LOW IMPACT	<p>Share energy consumption data with occupants. Information alone can motivate behavioral shifts.</p> <p>Turn off monitors and computers at night.</p>	<p>Unplug appliances when not in use, or install smart power strips, to reduce electricity consumption.</p>		<p>Please work with your facilities superintendent on these initiatives.</p>