



Winter Intersession Energy Savings Initiative Policy

Why a policy?

The University implemented a 4-week energy savings initiative during the 2008 Winter Intersession and realized utility cost savings of over \$250,000. In order to continue to realize the savings in the coming years, the University has formally adopted this policy.

Winter Intersession Energy Savings Initiative

Each year during the 4-week Winter Intersession when most of the students are not on campus, the University shall implement an energy savings initiative. The initiative shall be implemented in two phases. The actual start and end dates of the initiative and the two phases will be posted on the [University Facilities Management website](#) each year by October 15.

Phase 1 or Limited Operations period will cover days that fall around the holidays and may be 1 to 2 weeks long. This phase will include the following measures:

- ✓ Heat in many buildings turned down to 55F
- ✓ Air Handling Units, exhaust fans and mechanical ventilation shut off
- ✓ Lighting in corridors, lobbies and stairs turned off to night lighting levels
- ✓ Lighting turned off in classrooms and other spaces not occupied during Intersession
- ✓ Email reminders to faculty and staff to turn off lighting in their spaces and turn off or unplug equipment that is not needed
- ✓ Domestic hot water shut off (Cold water will be available)
- ✓ Athletic field and court lights turned off
- ✓ Pool and SEFCU workout area closed
- ✓ No dining services and limited access to campus center
- ✓ Laboratory fume hoods in Science buildings shut down, as appropriate
- ✓ Buildings locked and SUNY card required for access
- ✓ Lighting/power shutdown and reduced temperatures in only those residence halls that are not occupied
- ✓ At least one of the Libraries open from 8AM-6PM M-F with normal levels of lighting, 68F space temperature and access to computing to serve as an alternate work site
- ✓ Use of space heaters prohibited unless allowed and approved by the Facilities Department

Phase 2 or Energy Conservation Period will cover the rest of the Intersession period and may be 2-3 weeks long. This phase will include the following measures:

- ✓ Heat in buildings maintained at 63-65F from 8AM-5PM M-F and turned down to 55F at all other times
- ✓ Air Handling Units, exhaust fans and mechanical ventilation turned on from 8AM-5PM M-F only
- ✓ Lighting in corridors, lobbies and stairs remain at night lighting levels

- ✓ Lighting in classrooms and other spaces not occupied during Intersession remain off
- ✓ Email reminders to faculty and staff to turn off lighting in their spaces and turn off or unplug equipment that is not needed
- ✓ Domestic hot water available from 8AM-5PM M-F only
- ✓ Athletic field and court lights turned off
- ✓ Pool closed
- ✓ Limited dining services in the campus center
- ✓ Laboratory fume hoods in Science buildings shut down, as appropriate
- ✓ Buildings open from 8AM-5PM M-F only
- ✓ Lighting/power shutdown and reduced temperatures in only those residence halls that are not occupied
- ✓ At least one of the Libraries open from 8AM-6PM M-F with normal levels of lighting, 68F space temperature and access to computing to serve as an alternate work site
- ✓ Use of space heaters prohibited unless allowed and approved by the Facilities Department

Buildings Included in the Initiative

All buildings on Uptown and Downtown campuses are included in the initiative, except if the building has been identified as an alternate work site during the intersession. The Air Handling Units in Chemistry, Physics, Biology and Life Sciences buildings will not be turned off to compensate for the laboratory hood exhaust. However, these buildings will be maintained at lower temperatures except for certain spaces that house animals or equipment that require a higher temperature. More detailed building by building information will be posted on the [Facilities Management website](#) each year by October 15. If you would like to discuss the extent to which your building/space will be affected and request special considerations or exemptions, you must contact the University Energy Officer before November 15.

How can you help?

As a building occupant, you can help make this initiative a success. An email will be sent out to the campus community each year as soon as the website with information regarding the initiative is available. Please go through the website prior to start of the Intersession. If you are planning to work from an alternate work site or take time off during this period, please coordinate with your supervisor and inform customers and coworkers. If you are planning to work from your regular location, make sure your card access is active and working. During the intersession, you can help the campus reduce energy by turning off lights, computers, printers, copiers and other equipment and fume hoods and ensuring that all the windows are closed and latched and shades drawn.

Questions/Complaints

To report issues regarding space temperature or access to power during the intersession initiative, please call Customer Service at 442-3480. Complaints or concerns about the policy itself must be addressed to the University Energy Officer Indu at 442-3183 or inu@uamail.albany.edu.