

ADMINISTRATIVE DIVISION – FACILITIES MANAGEMENT
POLICY TITLE – SUSTAINABLE ENERGY POLICY
SCOPE OF POLICY – USC UPSTATE
DATE OF REVISION – APRIL 22, 2024
RESPONSIBLE OFFICER – FACILITIES MANAGEMENT DIRECTOR
ADMINISTRATIVE OFFICE – FACILITIES MANAGEMENT

POLICY PURPOSE

USC Upstate will efficiently manage and reduce the consumption of energy in a manner that is consistent with providing an optimal learning and teaching environment. Methods employing efficient energy management and the utilization of energy efficient equipment and building systems will be preferred over radical restrictions during normal energy use. Building automation controls will be employed, when feasible, to provide the minimally required amount of energy at specific times and places. USC Upstate’s energy policy is designed to establish an understanding of the need for energy conservation and to implement methods of conserving energy and lowering energy costs. Implementing the policy and the continued practice of energy conservation will reduce USC Upstate’s carbon footprint and CO2 emissions.

GOALS

- 1) To reduce its carbon footprint and reduce CO2 emissions.
- 2) To reduce energy consumption per gross square foot of building space by 1% per year beginning July 1, 2008. This goal is required by The South Carolina Energy Efficiency Act (Section 48-52-620, Code of Laws of South Carolina).
- 3) To reduce energy consumption per gross square foot of building space by 20% by Fiscal Year 2020 using Fiscal Year 2000 as the baseline. This goal is required by The South Carolina Energy Efficiency Act (Section 48-52-620, Code of Laws of South Carolina).

POLICY STATEMENT

A course will typically have a minimum of 10 – 12 students to be offered. Exceptions to this course minimum must be approved by the Office of Academic Affairs. Course minimums apply to all academic terms including summer and winter.

EXPECTATIONS

A. The university community will embrace the importance of this energy policy and the need for energy conservation.

- B. Occupants of University facilities will be encouraged to support energy conservation measures.
- C. Facility Management staff will insure that energy conservation measures are implemented and maintained.
- D. The Energy Manager will continuously monitor energy consumption.
- E. Construction and renovation activities will be consistent with institutional energy guidelines.
- F. The University will schedule classes and other activities according to time and location schedules that provide an optimal learning environment that also maximizes energy conservation and reduces utility consumption.
- G. The University will adopt temperature guidelines for the heating and cooling of classrooms, offices and general use/purpose spaces.
- H. The University will adopt lighting level standards for classrooms, offices, and general use/purpose spaces.
- I. The use of irrigation will be minimized through utilization of a rainfall monitoring system. Low water use flush valves, faucets and shower heads will be utilized in new construction and in renovation projects.
- J. Ongoing maintenance of energy consuming equipment will be accomplished through a Preventive Maintenance Program.
- K. In order to operate equipment in an energy efficient manner and utilize new technologies as they become available, training on existing energy using equipment will be ongoing and training on new equipment will be required.
- L. University students, faculty and staff are encouraged to car pool, walk and bike to get around campus. Service vehicles used on campus shall not be left idling.
- M. The University will insure that lighting for security purposes will not be reduced (both interior and exterior lighting).
- N. The University's Energy Policy will be managed by the University Energy Manager who will identify and manage compliance issues with University departments.
- O. Recycling. Facilities Management's Building and Housekeeping Services is responsible for the campus recycling program. Note: University Housing operates a recycling program also. Disposal of materials in the solid waste stream represents an increasing expense for the University. Design of campus facilities shall incorporate the facilities necessary to make recycling feasible for University users. When economically feasible, recycling shall be expanded to include such things as green waste (for composting), construction waste, and used office waste such as computers.
- P. The University's Environmental Advisory Committee will be requested to adopt this energy policy and play an active role educating the University community about the need for energy conservation.

CAMPUS ENERGY LEVEL GUIDELINES

Lighting Levels – Unless special needs are required, lighting levels shall be maintained at the following average level of foot candles:

- Classrooms - 40 foot candles
- Offices & Conference Rooms – 30 foot candles
- Reception Areas & Lounges – 20 foot candles
- Corridors -10 foot candles
- Kitchens -50 foot candles
- Cafeteria - 20 foot candles
- General & Other - 20 foot candles

Space Temperatures - Unless special needs are required, the following minimum and maximum room temperatures shall be maintained, in as far as reasonably possible, in all university department areas:

- **Campus Buildings:**
 - Occupied Hours: Heat - 68 Degrees F / Cool - 76 Degrees F
 - Unoccupied Hours: Heat - 60 Deg. F / Cool - 80 Deg. F
- **Housing & Residential Life Buildings:**
 - Occupied Hours: Heat - 68 Deg. F / Cool - 72 Deg. F
 - Unoccupied Hours: Heat - 60 Deg. F / Cool - 80 Deg. F

For special temperature requests outside of the above temperature ranges, a work request shall be submitted to Facilities Management at least 5 days in advance of the date(s) the temperature needs to be adjusted. The request must clearly indicate the reason an exception to this policy should be granted.

Operation of Academic and Administrative Facilities - The following equipment and components will be switched off at the end of each work day and on the weeks when feasible:

- Lighting
- Office Computers, Printers and Monitors
- Office Copy Machines
- All Other Electronically Operated Equipment

Faculty, staff and students should turn off lights whenever they leave a space.

New Construction and Renovations - New building construction and renovations shall comply fully with the latest “American Society of Heating, Refrigeration and Air Conditioning Engineers (ASHRAE) and the “Illuminating Engineering Society” (IES) Standard 90.1. This standard identifies the basic energy efficiency requirements that must be met for the building envelope, HVAC (heating, ventilation and air conditioning) system and Hot Water system. Adherence to this standard will ensure that energy efficient building systems are installed at the university. Additionally, Life Cycle Cost will be evaluated when purchasing new equipment to be used for maintenance, construction, and/or renovations.

Purchasing - Energy efficient equipment, systems and appliances meeting “EPA Energy Star” designation should be purchased whenever possible.

HISTORY OF REVISIONS

- May 1, 2018 – New Upstate policy approved by B. Kelly
- April 22, 2024 – Reviewed and approved by B. Harris