

Approved  
4/5/10  
Mep Nolan

Trinity Valley Community College  
Energy Conservation and Building Management Guidelines

**These guidelines are to be posted in all areas and to reach to all employees.**

Trinity Valley Community College has approved and adopted them in order to conserve energy so that these savings may be utilized in other areas in need, such as supplies and educational tools for our students, equipment, building repair, staffing, or other educational needs. Your assurance to follow these guidelines will allow Trinity Valley Community College to make a smaller energy footprint, a smaller negative environmental impact, and a much larger positive impact on our planet on which we all live.

- The organization is committed to and responsible for maintenance of the learning environment in a cost effective manner
- To compliment the TVCC energy management program, the TVCC Energy Education Department shall develop and implement a preventive maintenance and monitoring plan for its facilities and systems, including HVAC, building envelope, and moisture content
- The staff member is responsible for implementing the guidelines during the time he/she is present in the classroom or office
- Every employee and student is expected to be an energy saver as well as an energy consumer
- The custodian is responsible for control of common areas, halls, cafeteria, etc.
- The building administrators, listed below, are responsible for monitoring the total energy usage in their buildings. This includes buildings on the Athens, Terrell, Kaufman and Palestine Campuses
- The Energy Education Specialist performs routine audits of all facilities and communicates the audit results to the appropriate personnel
- The EES is responsible either directly or indirectly for making adjustments to the energy management system ,including temperature settings and run times for heat, ventilation, and air conditioning equipment
- The EES provides regular reports to the Reporting Senior and Building Administrators indicating performance with regards to energy savings and usage

## **General:**

1. Classroom doors shall remain closed when HVAC is operating. Ensure doors between conditioned spaces and non-conditioned spaces remain closed at all times.
2. All exhaust fans should be turned off daily at night shutdown.
3. All office machines (copy, laminating, etc.) shall be switched off each night and at unoccupied times. Fax machines and cash registers shall remain on.
4. All computers will be turned off each night. This includes monitors, local printer, speakers, except on days designated as update days assigned by the technology department. Network and server equipment will be excluded.
5. All capable pc's should be programmed for the energy saver mode using the power management feature to be put into sleep setting after 20 minutes and hibernation setting after 1 hour of non-use.
6. Cooling system set points during the cooling season are; occupied buildings from 74 degrees to 78 degrees F\* degrees, unoccupied set points 85 degrees F\*
7. Heating system set points during the heating season are; occupied buildings from 68 degrees to 72 degrees F\* , unoccupied set points are 55 degrees F\*(These set points are in accordance with ASHRAE 55 Thermal Conditions for Human Occupancy)

## **Air Conditioning Equipment:**

1. Occupied temperature settings shall not be set below 74 degrees F\*
2. During unoccupied times, the air conditioning will be turned off. The unoccupied period begins when the students, teachers and non custodial employees leave the area at the end of the day. Air conditioning start and end times will be adjusted to ensure comfort during instruction periods and office hours.
3. Ensure all outside dampers are closed during unoccupied times.
4. Ceiling fans should be operated in all areas that have them
5. Relative humidity levels shall not exceed 60% for any 24 hour period.
6. Air conditioning should not be utilized in summer months unless facilities are being used for summer school, office and administrative duties, extra-curricular activities or Board of Trustee business

## **Heating Equipment:**

1. Occupied temperature settings shall not be above 74 degrees F\*.
2. The unoccupied temperature setting shall be 55 (setback). This may be adjusted to a 60 degree F\* setting during extreme weather.
3. The unoccupied period shall begin when the students, teachers and non custodial employees leave an area at the end of the day. Heating start and end times will be adjusted to ensure comfort during instruction periods and office hours.

4. Ensure that all domestic hot water systems are set no higher than 120 degrees F\* or 140 degrees F\* for cafeteria service.
5. For heat pumps, allow a 6 degree F\* dead band between heating and cooling modes.

### **Lighting:**

1. All unnecessary lighting in unoccupied areas will be turned off. Staff should make certain that lights are turned off when leaving a classroom or office. Use natural lighting when available.
2. Lights not only consume electricity, but also give off heat that places additional load on air conditioning, thereby increasing the use of electricity to cool the room.
3. All outside lights are to be off in daylight hours.
4. Gym lights will be on only when the gym is being utilized.
5. All lights will be turned off when students and staff have left for the day. Custodians are to turn on lights in areas in which they are working.

### **Water:**

1. Insure that all plumbing and roof leaks are reported for repair immediately
2. Grounds watering shall only be done between 4am and 10am. Do not water in the heat of the day, typically between 10am and 8pm.
3. When spray irrigating, ensure water does not directly hit the buildings.
4. Irrigating in the winter months is prohibit

---

The Building Administrator's role in the Energy Education program is to assist with energy-related opportunities that may arise in their building, such as helping to remind personnel to follow the posted Energy Guidelines, and to report to Maintenance or the Energy Education Specialist any problems with HVAC or lighting in their buildings. Each Building Administrator will receive a building audit form each time the EES conducts an audit in their building. These forms will aid the Building Administrator in addressing any ongoing energy abuse in their buildings. Building Administrators are as follows:

Kaufman campus: Helen Reid

Palestine campus: Charlie Akin

Terrell campus: Charles Gann

Athens campus: Gibbs Academic Building: Jeremy McMillen

Pirtle Administration Building: David Graem

**(Building Administrators, cont'd)**

Agriculture/Farm&Ranch Buildings: Mark Robinson

Auto Mechanics Building: Homer Benton

Bookstore: James Quattlebaum

Cafeteria: Rip Drumgoole

Cosmetology Building: Janet Cotton

Fine Arts Building: Dr. Marilyn Wright

Greenhouse: Sam Hurley

Classroom Building: Jan Elledge

Learning Resource Building: Janice Sutton

Liberal Arts building: Gerald Wilson

Maintenance/Shipping/Transportation Building: Leon Hanson

Math Building: Nancy Long

Cardinal Gym: Pat Smith

Northeast and Northwest Dorm Buildings: Courtney Curran

South/West Hall Buildings: Courtney Curran

Student Union Building: Mike Peek

General Studies Center: Wendy Mays

Baugh Technology Building: David McAnally

TVCC Center Building: Gayla Roberts

Welding Building: Tom Sheram

Field House: Brad Smiley