

Loyola University Maryland **Energy Management Policies and Procedures**

A key component of the Loyola University Maryland Sustainability Program is energy conservation. Listed below are a number of guidelines that are intended to manage and reduce energy consumption on all campuses. These guidelines should be followed by all Loyola faculty, staff, administration and students as well as outside consultants and contractors performing services for the University.

Temperature Management:

- Target Daytime Temperatures for buildings
 - Summer: 74 - 76
 - Winter: 68 – 70
 - Night time temperature targets:
 - Office buildings: 7 p.m. – 7 a.m.
 - Academic Buildings: 10 p.m. – 7 a.m.
 - Residence Halls: 2 a.m. – 8 a.m.
- The stated target temperatures are subject to modification during University breaks. Facilities Management will inform the campus of any changes that are implemented.
- Space heaters are not permitted unless approved and provided by Facilities. Any unapproved space heaters will be removed by the department supervisor or Facilities Management.
- Exceptions to these guidelines must be approved by Facilities, the division Vice President and the Vice President for Finance and Treasurer.

Occupant Responsibilities:

- Turn off lights when leaving a room.
- Turn off computer at the end of the day.
- Keep copiers, printers, & fax machines on standby when not in use.
- Use stairs in lieu of elevators whenever possible.
- Adhere to temperature set points.
- Keep windows closed when air system is on.
- Keep building doors closed when air system is on.
- Report any observed energy waste or misuse to Elle Everhart, Program Assistant for Budget and Sustainability at x2421 or eaeverhart@loyola.edu

Facilities Management Practices:

- Purchasing:
 - Purchase energy star compliant equipment whenever possible.

- Renewable Energy
 - Incorporate renewable energy into projects whenever possible.
 - Examples:
 - Solar Array installed on Butler Hall
 - Geothermal heating & cooling system in Flannery O'Connor Hall
- Building Management
 - Schedulers of classes, meetings, and other campus activities endeavor to minimize energy use.
 - Windows and doors should be kept closed when the heat and air conditioning system is operating.
 - The University enrolled in a voluntary electricity curtailment program called the Emergency Load Response Program.
- Water Management
 - Continue to explore ways to decrease water usage on campus
 - Examples:
 - Low-flow shower heads in residence halls
 - 1.5 gallon toilets
 - Sinks powered by sensors in restrooms
 - Watering the grounds either in the early morning or in the evening
- Transportation
 - Electric vehicles are available to transport people and materials across campus.
 - The motor pool fleet includes multiple hybrid vehicle options.
 - Encourage the use of a local shuttle network run by the Baltimore Collegetown Network.
- Recycling
 - Campus-wide participation in a single stream recycling program allows us to recycle all of the following in one container:
 - plastics #1 through 7, glass, aluminum, iron beverage containers (all colors), newsprint, corrugated cardboard, magazines, catalogs, cereal boxes, telephone books, printer/copier paper (staples and binder rings ok), junk mail, dining hall cups, cup tops, straws, plastic cutlery, pizza boxes and more.
- Lighting
 - Energy saving fixtures, lamps, and bulbs are used to replace existing less efficient lighting whenever feasible.
 - Occupancy/Motion Sensors to control lighting installed wherever feasible.

This document is subject to updates. If you would like more specific examples of initiatives, have any questions, or have suggestions for improvements or future

initiatives please contact Elle Everhart, Program Assistant for Budget and Sustainability at x2421 or eaeverhart@loyola.edu.