

College Procedure: 307.3 – Energy Management

Policy Reference: 307 – Use of College Facilities
Responsible Department: Facilities and Public Safety
Approval Authority: Cabinet
Procedure Owner: Vice President, Facilities and Public Safety
Effective Date: 06/14/2010

Version Number: 3
Legal Counsel Reviewed (yes/no): No
Scope: College-wide

Reason for Procedure

Energy conservation is a key element of Kirkwood's greenhouse gas emissions reduction strategy as outlined in the College's Climate Action Plan (CAP). This procedure reinforces the sustainable use of energy as a priority for the entire campus community and outlines steps to optimize energy use and advance the College's energy and climate goals.

The Procedure

Kirkwood's energy procedure is designed to establish an understanding of the need for energy conservation and to implement methods of conserving energy, reducing greenhouse gas emissions, and lowering energy costs. All Kirkwood locations and buildings are part of this program.

Expectations:

- Kirkwood's community will embrace the importance of this energy procedure and the need for energy conservation.
- Those who occupy Kirkwood's facilities will be encouraged to support energy conservation measures.
- Facilities Department will ensure that energy conservation measures are implemented and working effectively
- Construction and renovation projects will be consistent with energy design best standards and minimum expectations as outlined in this procedure.
- Kirkwood will plan activities according to time and location schedules that provide an optimal learning environment that also maximizes energy conservation and reduces utility consumption.

Cooling & Heating:

- Unless special needs are required, the following minimum and maximum room temperatures shall be maintained:
 - During Occupied Hours: Heating – 69°F, Cooling – 73°F
 - During Unoccupied Hours: Heating – 60°F, Cooling – 80°F
- Individuals can adjust their local temperatures +/- 2°F from these ranges. Please keep in mind that some thermostats tie together multiple spaces.
- Temperature settings for those areas not controlled or connected to the building automation system should be manually set at these ranges when not in use.
- Facilities may adjust unoccupied setbacks at their discretion based on individual space performance.

General Building Operations and Use:

- Building mechanical systems are tied into Kirkwood's environmental control system, Approximately 90% of systems are managed by the building automation system (BAS).
- Mechanical systems are integrated with the 25Live reservation system. Classrooms and many conference rooms must be scheduled for HVAC systems to maintain occupied temperature setpoints. Spaces without active schedules include a manual override button on the room thermostat, allowing for two hours of occupied temperature settings.
- Kirkwood has transitioned nearly all lighting fixtures to LEDs and utilizes day lighting controls and occupancy sensors in applicable spaces.
- Windows and doors of conditioned spaces should be kept closed.
- Office equipment, lights, and window air conditioners should be turned off when not in use.
- Portable equipment will be installed by Kirkwood Facilities in the event of equipment breakdown or long lead times on equipment repairs.

New Construction:

- New construction and renovation projects will be designed, constructed and commissioned to maximize energy efficiency.
- Incorporate renewable energy technologies and natural daylighting whenever feasible.
- Integrate updated building automation systems to enhance energy management and performance.
- When feasible building wide envelope and HVAC commissioning will be provided by a 3rd party contractor.

Renewable Energy:

- Kirkwood is committed to incorporating renewable energy technologies into campus operations whenever feasible.
- Renewable energy considerations shall be evaluated for all new construction and major renovation projects.
- The College will continue to explore opportunities for on-site renewable energy generation and off-site renewable energy procurement.

Responsibilities of the Kirkwood Community:

Faculty, staff, students, and visitors to Kirkwood Community College's spaces are expected to support the College's commitment to energy efficiency through the following practices:

- Individuals should dress appropriately for the weather and have additional clothing available in case they are too cold in their space.
- Portable space heaters are prohibited on all campuses. The use of portable space heaters creates significant safety hazards, including fire risk, electrical overload, and tripping dangers from cords and placement. In addition, space heaters interfere with the building's HVAC systems, causing temperature imbalances, reduced comfort for others, and unnecessary increases in campus-wide energy consumption.
- Personal equipment such as dehumidifiers or humidifiers may only be used with permission from Facilities. These must be UL listed devices. If approved, the employee is responsible for providing, maintaining, and operating the equipment
- Personal heating devices (such as blankets or heating pads) are allowed but must be UL-listed and unplugged when not in use and at the end of the workday.
- Promptly report lighting and occupancy sensor malfunctions, comfort issues, or concerns with a Facilities work request.
- Office equipment, lights, and other devices should be turned off when not in use.
- Interior and exterior decorative lighting should be kept to a minimum, and exterior decorative lighting is discouraged unless alternate lighting is required for job duties.
- The use of personal appliances such as coffee makers and mini fridges are discouraged in private offices and classroom spaces. Individuals are encouraged to use shared breakroom appliances.

Exceptions:

Exceptions to this policy will be considered on an individual case by case basis. Requests for an exception should be forwarded to Facilities. Facilities should be notified of date, time, and location of special events at least 48 hours in advance with change requests being kept to a minimum to assure the most efficient and economical operation of the accommodation

References

Definitions

Term	Definitions
BAS	Building Automation System - Computerized control system for monitoring and controlling building mechanical and electrical equipment
Climate Action Plan (CAP)	Kirkwood's strategic plan for reducing greenhouse gas emissions and advancing sustainability goals
Energy Efficiency (EE)	Using less energy to provide the same level of service or output

Revision Log

Table 1 Revision Log

Version Number	Date Approved	Approved by	Description of Change
1	06/14/2010	Tom Kaldenberg, Vice President, Facilities	New procedure
2	09/03/2019	Cabinet	Procedure template
3	12/09/2025	Cabinet	Comprehensive revision incorporating Climate Action Plan alignment, updated temperature setpoints, renewable energy provisions, and organizational improvements