



I. 9.2.4 Utilities

Chapter 9 - Facilities	Original Effective Date: June 2000
Section: 9.2 Facilities Managements	Date Last Reviewed: July 2021
Responsible Entity: AVP for Facilities, Safety and Risk Management	Date Last Revised: July 2020

II. Purpose

This policy establishes UT Health San Antonio's conservation efforts to comply with requirements set forth by the Energy Conservation Committee, institutional policy, San Antonio Water Systems and the State of Texas while maintaining an acceptable environment compatible with the goals and mission of the institution.

III. Scope

This policy applies to all UT Health San Antonio buildings, facilities and campuses whether owned, leased, or otherwise controlled by UT Health San Antonio.

IV. Policy

A. Responsibilities

The Utilities Division of Facilities Management is responsible for the water, gas, electric, vacuum, sewer, and steam systems; water treatment equipment purchase and installation; and for operating the heating, ventilation, air conditioning, and temperature control systems throughout the buildings. Any problem with these utility systems or air conditioning within an area should be reported to this Division. This Division is also responsible for energy conservation.

B. Temperature Settings

1. Using the most efficient means of energy, it is the administrative policy to provide and maintain an acceptable environment compatible with the goals and missions of UT Health San Antonio. The normal temperature setting for all areas is 75° F during routine hours. This is subject to adjustment to meet special requirements upon the request by the department Chair and review by Facilities Management.
2. In order to conserve energy, to keep the range of temperature within appropriate standards, and to reduce fire hazards, no portable electric heaters may be used. Only permanently installed, or otherwise approved, supplemental heating is allowed.

9.2.4 Utilities

Persons who need supplemental heat should contact Facilities Management for investigation of that need. If additional heat is needed and cannot be supplied by adjustments in the usual heating system, supplemental heating should be supplied in the form of permanently installed heaters or other approved units.

C. Request for Changes in Temperature

1. The Utilities Division has developed a schedule for air conditioning and heating of the various portions of UT Health San Antonio to conserve energy during non-routine working hours. Exceptions to this schedule will be made automatically for events which are scheduled through the Office of Student Services or announced through the Office of Communications.
2. Any other requests must be made in advance to the Utilities division of Facilities Management. Faculty, staff, and students making requests for exceptions should keep in mind that building cooling and heating systems generally do not allow for changes in temperature in one room or in an isolated area. Any change in the schedule will affect an entire section of the building and substantially increase energy consumption and heating and cooling costs.
3. Under the current operating schedule, temperatures during non-routine working hours should not rise above 90° F or fall below 55° F. In order to comply with energy conservation requirements set forth by the Energy Conservation Committee, institutional policy, and the State of Texas, Facilities Management cannot operate air conditioning systems on a 24-hour basis to maintain constant temperatures for individual rooms and laboratories which house animals, servers, special electronic equipment, etc., that were not installed when the building was constructed. Special equipment may be installed to serve these areas during non-routine working hours at the requesting department's expense via a service request.

D. Energy Curtailment Priorities

In the event of a curtailment in the available supply of electric power from City Public Service or chilled water and/or steam from the central utility plant, the allocation of these utilities will be made according to the following priorities:

1. Laboratory Animal Resources, Information Management Services (IMS), the telephone equipment rooms, and University Police.
2. Research laboratories in the Long School of Medicine, School of Dentistry, Forensic Science, Institute of Biotechnology, McDermott, and basic science buildings.
3. Patient clinics in the School of Dentistry and the McDermott Building and student laboratories in the School of Dentistry and Long School of Medicine.
4. Lecture rooms in the School of Dentistry, Long School of Medicine, the Library, and the School of Nursing.
5. Faculty and administrative offices, auditorium, cafeteria, warehouse, Facilities Management Building, Forensic Science (office area), and all other areas not specifically designated.

9.2.4 Utilities

E. Water Treatment

Purchase and installation of water treatment equipment shall be handled through Facilities Management. All requests for water treatment services must be submitted to Facilities Management on a service request. Facilities Management will handle purchasing, contract, installations, and services.

F. Emergency Power

1. Emergency power sources for critical electrical loads are available, but generating capacity is limited. Each request will be thoroughly evaluated prior to approval. Each is to be submitted on a service request.
2. It is prohibited to connect electronic and computer equipment to the emergency circuits unless an uninterruptable power supply (UPS) is installed in the circuit, because of power interruptions that occur during weekly testing of the emergency generators.
3. Electric power is provided on an "as is" basis. Facilities Management manages the electrical distribution system to ensure voltage levels area within electrical utility standards but is not funded to provide UPS or "Conditioned" quality power.
 - a. Available nominal voltage levels are:
 - i. 120V Single Phase
 - ii. 208V Single and Three Phase
 - iii. 277V Single Phase
 - iv. 480V Single and Three Phase
 - b. NOTE: 208V is not the same as 220 volts; 220V equipment does not work well on 208V services; and 220V-240V is not provided.
4. All electrical problems should be reported to Facilities Management. Facilities Management provides specification and evaluation of electrical equipment without charge. Facilities Management also provides purchasing, installation, startup, and maintenance of UPS and power conditioning equipment via an approved work order.

G. Water Conservation

In an effort to conform to the San Antonio Water System's mandated reductions in water usage, all departments should closely monitor water usage practices and be as conservative as possible with use of water. If a department has water cooled equipment that could be cooled with a closed loop cooling system, contact Facilities Management for assistance in evaluating the merits of a closed loop system. Any leaking water outlets should be reported immediately to Facilities Management.

V. Definitions

There are no defined terms used in this Policy.

9.2.4 Utilities

VI. Related References

[Service Request System](#)

VII. Review and Approval History

The approving authority of this policy is the University Executive Committee.

Effective Date	Action Taken	Approved By	Approved Date
06/2000	Policy Origination		
06/2017	Policy Revision		
07/2021	Policy Revision, discretionary edits		