MEMORANDUM

February 24, 2010

To: C. D. Mote, Jr.
From: Ann G. Wylie
Chair of the University Sustainability Council

Subject: Council Recommended Policies on Lighting Levels and Building Temperature

I am pleased to forward for your consideration the attached proposed University policies on Campus Lighting Levels and on Building Temperature. These recommended policies resulted from the Council’s discussions with Facilities Management (FM) about ways to conserve energy in campus buildings. The Council endorsed them at its February 4, 2010, meeting. I am also attaching for your review the minutes of the Sustainability Council meetings in which the discussions on these policies occurred.

The Policy on Lighting Levels endorses a campus standard currently being implemented by FM in a number of campus buildings. Approval of this policy would assist FM in their work as it will send a strong message to the campus community that the University is firmly committed to energy efficiency and conservation.

The Policy on Building Temperature is intended to improve building energy efficiency by reducing space heater usage. It recommends that building occupants work with FM when temperatures are outside an approved temperature range for a sustained period of time. Currently, building heating, ventilation, and air conditioning problems may be masked by space heater use.

We request that you inform the University Sustainability Council of your decision. If appropriate, I would be happy to make a presentation at Cabinet. If you approve these policies, please indicate by signing each as marked.

Enclosures: Policy on Lighting Levels, Policy on Building Temperature, University Sustainability Council Meeting Summaries

CC: Frank Brewer, Assistant Vice President, Facilities Management
Scott Lupin, Interim Director, Environmental Safety and Office of Sustainability
Policy on Lighting Levels

In the renovation and new construction of campus buildings and grounds, the University Sustainability Council endorses the use of the lighting levels recommended by the Illuminating Engineering Society of North America (IESNA). Examples of these include:

- Offices, Classrooms and Labs: 30-50 foot candles (depending upon specific work tasks) on desk or table tops
- Hallways: 5-8 foot candles
- Stairwells: 5-8 foot candles
- Rest rooms: 5-8 foot candles

The Council further endorses the use of the most energy efficient technologies available to achieve the appropriate IESNA standard. In renovation and new construction, Facilities Management (FM) is asked to balance occupant needs with energy conservation objectives, utilizing the national standards identified above.

Because of the University's Climate Commitment, building occupants are strongly discouraged from adding supplemental lighting to achieve lighting levels that are above those identified above. If an occupant feels that a space does not fall within the lighting levels identified above, the occupant should contact FM Work Control to have the lighting levels checked. The University is committed to achieving the above lighting levels as standards. A process to deal with exception requests will be developed.

Approved:  
C. D. Mote, Jr.  
President

Date: 2/29/2010
Policy on Building Temperature

The goal of the University is to maintain occupied building temperatures between 68 and 78 degrees Fahrenheit year round, based on each building’s specific heating, ventilation and air conditioning systems.

Within this temperature band, Facilities Management (FM) will balance occupant comfort and program/research needs with the University’s Climate Commitment and energy conservation goals. If building temperatures fall within this temperature range, the use of space heaters is prohibited.

If building temperatures remain outside this temperature range for a sustained period, the occupant should contact FM Work Control. If FM cannot resolve this situation by adjusting the building’s HVAC systems, it will work with the occupant to find an appropriate solution. The use of a space heater that has not been approved for use by FM is prohibited as it may pose a safety hazard and result in damage to building electrical systems.

Approved: [Signature]
C. D. Mote, Jr.
President

Date: 2/25/2010