



Facilities Management and Planning

# Western Connecticut State University Energy Commitment

April 2025

WESTCONN is committed to promoting energy efficiency and conservation to benefit the environment and the local and campus communities. Through implementation of strategies that will reduce the consumption of energy, provide alternate energy resources, and practice of energy conservation as a community, the university will play a key role in ensuring options for a clean energy future while preparing to meet present world challenges.

WESTCONN's community will work together to carry out this commitment by:

- Examining energy use in all aspects of campus practices, services, and processes, design, maintenance, construction, operation, and purchase of equipment
- Promoting a culture of awareness through improved communication related to energy management efforts
- Monitoring and tracking energy to achieve efficiencies
- Reviewing and updating energy plans, goals, and objectives on an annual basis
- Report actions and results, when available

This policy has been endorsed by the President's Cabinet on April 27, 2025. The policy will be updated at a minimum of every 3 years.

## Sustainability and Conservation

### Individual Actions

- Turn off lights and equipment when leaving a room



## Facilities Management and Planning

- All plug-in devices (ex. Cell phone chargers, etc.) should be unplugged when not in use or implement smart plug electrical strips with timers to control power use (see facilities website for sample models)
- Close windows and exterior doors to prevent loss of conditioned air and/or heat
- Turn off computer monitors, but leave computers powered on. Computer monitors have heat output. Computers have an energy saving mode programmed and managed by the IT&I Department. Leaving computers plugged in allows for the computers to be remotely awakened for system updates and returned to power saving mode when completed.
- During the heating season, open blinds, drapes, and curtains to allow in heat from the sun. At night, or on cloudy days, close them to keep the heat in
- During the cooling season, close blinds, drapes, and curtains to block direct sunlight.
- Minimize the use of individual microwaves, coffee machines, and refrigerators in offices and use shared appliances in break rooms. If you must have these small appliances, unplug them when not in use.
- Report equipment failures to Facilities using the work order system

### Building Guidelines

The university strives to maintain a comfortable environment for working and learning. Through building management, the university shall also seek to increase energy efficiency, control utility expenditures, reduce wear on equipment, and minimize the impact of energy use on the environment.

- Set air temperatures (summer and winter): Unoccupied setbacks are set on a building-by-building basis and vary throughout the year based on building schedules. Temperatures will not be adjusted for individuals entering a building during unoccupied hours. The university will utilize the following range as standards for air temperature ranges.

Winter	Summer
--------	--------



## Facilities Management and Planning

	Occupied	Unoccupied	Occupied	Unoccupied
Range	68°-74°	60°-65°	70°-74°	78°-80°

- Supplemental heating and cooling devices
  - Space heaters pose serious fire hazards, electrical hazards, and they are not energy efficient. Instead, the university recommends the use of personal heating devices such as heating mats.
    - Design Standards- heating mats
      - Must be UL listed or ETL listed
      - 2amp or below
      - see facilities website for sample models
    - Use Requirements- heating mats
      - Heating mats should be inspected before each use to ensure proper working condition and should not be used in any area with combustible materials.
      - Heating mats must be monitored when in operation and never left unattended when powered on.
      - Heating mats must be plugged into a wall receptable and not into an extension cord.
      - Do not place a heating mat in a high traffic area or exit pathways.
      - Always turn off the heating mat and unplug it when you leave the area.
      - Do not place heating mats near room thermostats.
  - Supplemental A/C units.
    - Supplemental A/C units are not allowed in any building on the campuses, unless medically necessary. Requests for exemptions to this policy for employees should be directed to the Human Resources department and for residential students requests should be directed to Accessibility Services.



## Facilities Management and Planning

- Fans to circulate air may be used, as needed, for personal comfort. Fans must be turned off and unplugged at the end of each day.
- Clearance for air return or distribution vents and thermostats
  - Occupants should not block air return or distribution vents
  - All sources of heat and cooling shall not be placed within 3 feet of a thermostat
- Lighting
  - Occupants will actively turn off lights when leaving areas. Emergency lighting remains on for safety considerations and are not under the control of building occupants.
  - The university will deploy occupancy sensors for lighting, as budgets allow.
  - Energy efficient lighting will be used, and units will be retrofitted as budgets allow.
- IT infrastructure rooms
  - temperature set points will average 72 degrees in IT infrastructure rooms (ex- server rooms and network closets).

## New Construction and Renovations

- Working with DAS the university will strive to reduce energy costs and increase energy efficiency and sustainability in all new construction, renovation, and building improvements.
- The university will replace existing building elements (windows, doors, HVAC systems, insulation, roofing, electrical systems, ductwork, etc.) with more energy-efficient units, as budgets allow. Indoor controls will be evaluated and balanced when renovations changes occupancy configurations.

## Purchasing Guidelines



## Facilities Management and Planning

- Require energy efficient (energy star ratings where applicable) on purchased equipment, materials, and supplies
- Energy conservation and efficiency should be considered as a criteria for all products and service contracts. For example, vending machines, laundry, appliances, bookstore, IT equipment and computers, etc.

## Transportation

- The university promotes carpooling for business trips when possible
- Idle time policy: university vehicles will be shut off when not being actively used for transportation and idle times are limited to 5 minutes. Exceptions may include snow removal equipment and emergency vehicles.

## Conclusion

The success of any Energy Policy, procedures, or guidelines rests largely on participation of all campus community members. University leadership and department chairs and managers should lead by example, encourage energy conservation actions, and become responsible for the energy program specific to their areas.

University Facilities reserves the right to inspect areas and remove unauthorized equipment that presents fire hazards, safety hazards, code compliance issues, or negatively impacts the performance of infrastructure systems.