

Policy 1704 Energy Use

Date of Current Revision: February 2023

Responsible Officer: Assistant Vice President for Business Services

1. PURPOSE

The university's commitment to sustainability is documented in the strategic plan, the campus [Environmental Stewardship Action Plan](#) (ESAP), and the [Facilities Management Sustainability Plan](#). This policy provides expectations and resources for reducing energy consumption and expenditures on energy.

2. AUTHORITY

The Board of Visitors has been authorized by the Commonwealth of Virginia to govern James Madison University. See Code of Virginia § 23.1-1600; § 23.1-1301. The Board has delegated the authority to manage the university to the president.

3. DEFINITIONS

Environmental Stewardship:

Environmental stewardship at JMU means conserving, stewarding and restoring natural systems as we contribute to social well-being and economic prosperity for current and future generations.

Sustainability:

The working definition of sustainability is adapted from the Federal Register (2009): Sustainability creates and maintains "the conditions under which humans and nature can exist in productive harmony, that permit fulfilling the social, economic, and other requirements of present and future generations."

4. APPLICABILITY

This policy applies to all university students, faculty, staff, affiliates, and visitors.

5. POLICY

The university community will strive to conserve energy and improve campus energy efficiency as part of its commitment to sustainability. The university aligns its plans, practices and procedures with the campus environmental stewardship goals, the campus [Environmental Stewardship Action Plan](#) (ESAP), and the [Facilities Management Sustainability Plan](#).

6. PROCEDURES

Individuals contribute to energy savings when they take any of the following actions:

- Use natural sunlight during the day instead of turning on interior lights.
- Use task lights instead of turning on overhead lights. Use LEDs for task lighting.

- Turn off lights in vacant rooms.
- Turn off lights and projectors when exiting rooms that will not be occupied within 15 minutes.
- Turn off computer monitors when leaving for more than 15 minutes.
- Enable low-power mode settings on computers.
- Enable low-power mode settings on laser printers and copiers.
- Plug electronics, computers, and office equipment into power strips; turn all of this equipment off on weekends, evenings, and holidays; and turn the power strip off to prevent the equipment from using energy when turned off.
- Share office equipment such as printers and copiers, as opposed to having duplicate equipment.
- Refrain from using individual microwaves, coffee makers, hot plates, refrigerators, radios, DVD players, televisions, and similar personal, energy-consuming devices.
- Report observations of excessive energy use, concerns, or suggestions to building coordinators and/or facilities management work control.
- Manually open doors as able instead of using electric door openers in order to shorten periods of outdoor air exchange.

Facilities Management adheres to the following standards:

- All new laboratory, clinical, research, or educational equipment will be specified to be energy efficient and to use process (non-air conditioning) chilled water or centralized heating water or steam.
- The use of domestic water for single-pass cooling is prohibited.
- The installation of new incandescent or halogen lighting will not be approved if there are more efficient options available for the site.
- JMU will follow the state policy on vehicle idling reduction.

Facilities Management and individuals will follow these temperature management guidelines:

- JMU facilities management monitors and adjusts the thermostat set points in centrally-controlled systems, in order to maintain a space temperature range of 68° to 78° Fahrenheit in all occupied campus buildings unless otherwise dictated by specific climate requirements needed to maintain equipment, materials or testing environments. Within this temperature range, Facilities Management will balance occupant comfort and program/research needs with the university's energy conservation goals.
- During unoccupied periods, on a building-by-building basis and depending on the nature and use of the facility, set points shall be adjusted to provide for maximum energy savings, while also providing efficient warm-up / cool-down moving from unoccupied to occupied periods.
- Maximum comfort and efficiency will be achieved throughout the year when occupants and building managers actively adapt to building conditions through modification of air flow, sunlight, and appropriate apparel choices. For example, in some buildings, cooler temperatures in the summer may actually be more efficient, since the conditioned air is not being re-heated as much after its humidity is reduced, and wearing a light jacket or sweater will make occupants more comfortable.
- Occupants who control their own thermostats are required to maintain a 70 degree set point in the heating months, and 76 degree set point during cooling months. A two-degree setpoint variation, plus and minus, is allowed to compensate for local conditions.

- Campus-wide schedules for office and classroom buildings provide for occupancy from 8 a.m. to 8:00 p.m., and thermostat set points will be adjusted accordingly. Schedules outside of these hours can be accommodated as necessary by contacting facilities management work control.
- Occupancy schedules and associated thermostat settings for buildings with unique needs such as libraries and athletic venues will be determined on a case-by-case basis by facilities management work control and the building coordinators.
- The use of space heaters is prohibited.

7. RESPONSIBILITIES

Employees with access to manually-controlled thermostats will abide by this policy and will use the automatic day and night settings, if available. Those with manual thermostats without day and night settings will follow the temperature settings indicated previously in this policy.

Facilities Management will provide leadership and oversight to all activities outlined in the procedures, seeking support and involvement from building coordinators, supervisors, and other members of the JMU community as necessary.

All departments, offices, and employees that generate, receive or maintain public records under the terms of this policy are also responsible for compliance with Policy [1109](#) – Records Management.

8. SANCTIONS

Sanctions will be commensurate with the severity and/or frequency of the offense.

9. EXCLUSIONS

This policy is not applicable to properties leased by the university.

10. INTERPRETATION

Authority to interpret this policy rests with the president and is generally delegated to the associate vice president for business services.

Previous version: October 2017

Approved by the president: November 2009