

## ENERGY COSTS AND CONSERVATION MEASURES

### *December 2008*

As we enter the heating season, it would be good to remember the energy conservation measures the College has adopted. These measures have been in place since 2001 and have provided significant savings over the years.

### Heating and Building Scheduling

As you can imagine, just a minor reduction in temperature can save literally thousands of dollars per year. Therefore we ask your cooperation as we implement the following:

- **Adjust all thermostats to 68°F** during normal working or **occupied** hours.
- **Adjust all thermostats to 55°F** during **unoccupied** hours. (If you have extenuating circumstances such as temperature sensitive equipment or occupied areas during off hours, let Facilities know and they will attempt to accommodate your needs.)
- **Do not use space heaters to warm work areas.** They are very inefficient and require excessive energy to operate. In addition, they are a fire and safety hazard. Unauthorized space heaters will be removed by Facilities Services staff. (For special authorization, contact Nancy Sanchez, ext. 4041)
- Please encourage employees to dress appropriately for the normal temperatures in their office area (sweaters, etc.)

### Lighting

Certain lights must be left on for life safety and security reasons. We will continue to provide minimum levels to satisfy these requirements. You can help our effort with the following:

- **Turn off lights** in classrooms, offices, restroom, etc., when they are not in use (even with florescent lights, energy savings occur almost immediately).
- **Report any lighting problems** to the Facilities Division for repair or correction.
- **Consider using desk lamps** or task lighting and reduce the overall brightness of your work area.
- **Don't override room occupancy sensors**—let them function as they were designed.
- **Find out about and use energy saving features** built into copiers, computers and other equipment of this type, although during extended periods of non-use (such as over weekends) it is more efficient to turn them off entirely.

With your help and understanding we can make this effort a success and something that will benefit SLCC financially. If you have questions, please contact Bob Askerlund (ext. 4101) or Nancy Sanchez (ext. 4041).