



**Policy Chapter:** Chapter 11 Facilities

**Policy Number and Title:** 11.008 Utilities Conservation

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**I. Policy Statement**

The University of North Texas is committed to efficient utility use in concert with supporting the University's missions.

**II. Application of Policy**

All faculty, staff, students, and contractor activities operating on the University of North Texas campus.

**III. Policy Definitions**

**A. Building Management System (BMS)**

"Building Management System," in this policy, means a computer- aided system used by operators to monitor, control, and optimize the performance of building heating and cooling systems.

**B. Energy Star**

"Energy Star," in this policy, means a program helping to protect the environment through superior energy efficiency (for further details please see <http://www.energystar.gov>).

**C. Set Point**

"Set Point," in this policy, means the temperature at which the automated control system is set to either start or stop the heating or cooling system.

**D. Utility**

"Utility," in this policy, means water (irrigation and domestic), natural gas, gasoline, and electricity commodities which usage must be reported to the State Energy Conservation Office (SECO) annually.

**IV. Policy Responsibilities**

**A. Utility Reduction Goals**

In accordance with applicable laws, University will establish goals for annual Utility reduction and report results to the State Energy Conservation Office. University will also prepare annual submission of an energy and water management plan and a five-year plan upon request by SECO.

**B. New Construction and Renovation Projects**

Any new construction and major renovation project will include energy and water conservation designs. The Associate Vice President for Facilities will make recommendations

to the Senior Vice President for Finance and Administration and appropriate area Vice Presidents on projects impacting their organization to ensure renovations address Utility conservation.

**C. Utility Use for University Only**

Utility consuming devices on campus are intended for the mission of the University, consistent with the needs for a sustainable, safe, secure, and caring campus community. Employees and students will not use campus Utilities for non-University activities such as charging personal electric vehicles. Incidental use such as laptop and cellphone charging is allowed.

**D. Temperatures**

Temperature Set Points in academic and administrative buildings will be as follows:

	<b>Occupied</b>	<b>Unoccupied</b>
<b>Cooling</b>	76 degrees Fahrenheit	85 degrees Fahrenheit maximum
<b>Heating</b>	70 degrees Fahrenheit	55 degrees Fahrenheit minimum

1. Actual temperatures in buildings will vary plus or minus two degrees around the Set Point. Facilities BMS will monitor temperatures.
2. Occupants having manual temperature controls in their spaces must follow temperature ranges in chart above.

**E. Personal Space Heater Prohibition**

The use of personal space heaters is generally prohibited. If a room(s) is not operating within the heating/cooling set-point range, UNT Facilities Maintenance must be notified so the problem can be addressed. Space Heater approvals must be obtained from UNT Risk Management.

**F. Energy Star Ratings**

All University equipment purchases should be Energy Star rated. If an Energy Star rating is not available, purchaser should review manufacturer’s technical specifications and consider energy usage in final product selection.

**G. Laboratory Operating Standards**

Laboratory managers will develop operating standards that incorporate sound Utility conserving techniques. Fume-hood sashes shall be completely lowered when not in use.

#### ***H. Use of Utilities Outside of Operating Hours***

Event management personnel and event organizers scheduling facility use outside of normal academic class schedules will coordinate with UNT Facilities to minimize Utility consumption. Building systems will not be turned on by Facilities BMS for unscheduled events or for staff and faculty that are working outside of normal operating hours of the building systems.

#### **V. References and Cross-References**

[Texas Administrative Code, Title 34](#)

[Texas Government Code § 447.004](#)

[Texas Government Code § 2265.001](#)

Facilities Standard Operating Procedure on Energy Management Risk Management Services  
Procedures for use of Space Heaters

#### **VI. Revision History**

Policy Contact:	Senior Director, Facilities Maintenance
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