



CALIFORNIA STATE UNIVERSITY, LONG BEACH

Subject: Campus Energy Guidelines	
Department: Facilities Management	Reference No.:
Division: Administration & Finance	Issue Date: July 2003
References: Executive Order 785	Revision Date: NA
Web Links: CSU Executive Order 785	Expiration Date: NA

I. Building Environmental Control

- A. Per Chancellor's Office Executive Order 785 and SUAM section 9015 and 9016, rooms will not be heated above 68 degrees F nor cooled below 78 degrees F. While the intent and spirit of these requirements will be followed, temperatures in buildings will generally fluctuate between 70 degrees F and 75 degrees F. Temperatures within this range will be considered normal and will not be adjusted without prior written approval of the Associate Vice President for Physical Planning and Facilities Management.
- B. Building environmental control will be provided only during periods of primary building occupancy.
- C. Portable electric heaters and fans may not be used in campus facilities. However, when building temperatures exceed 78 degrees F or fall below 68 degrees F for extended periods, these appliances may be used on a temporary basis. Departments using these appliances must notify Facilities Management that a temperature problem exists so that appropriate corrective measures can be taken before using these devices.
- D. All windows and doors in heated and air-conditioned buildings are to be kept closed to minimize the loss of cooled air or heated air in winter months.
- E. Domestic hot-water temperature will be adjusted to a maximum of 105 degrees F or to the lowest setting on individual heating equipment.
- F. Air conditioning of buildings on weekends will be limited to the Library, Psychology and Microbiology animal houses, and the mainframe computer rooms in SS/A and VEC.
- G. Departments with window air-conditioning units and similar small packaged air-conditioning units *must* ensure that these units are turned off by the end of each work day. Each unit's need will be reevaluated.

II. Scheduling

- A. The scheduling of facilities during the summer, weekends, and breaks will be accomplished in a manner to minimize the number of buildings in use and the resultant energy use. The classrooms in the Library should be fully utilized prior to scheduling other buildings. Consolidation of general classroom use will be required whenever possible.

III. Lighting

- A. The use of artificial lighting is to be used when natural light is not sufficient to perform the required function or when the safety of the campus community is compromised.
- B. When artificial lighting is required, the following standard guidelines are to be followed:
 - 1. Use a minimum amount of light required to perform the required tasks.
 - 2. Decorative lighting will be eliminated. Lighting for special events and projects will be approved on an event-by-event basis.
 - 3. Task-oriented or non-uniform lighting is to be used whenever possible. Under this concept, lighting is concentrated at the work station. Facilities Management staff will assist in the development of task lighting use.
- C. Whenever leaving an unoccupied office or classroom, the lights and computer monitors are to be turned off. This practice should be followed even if the room is unoccupied for only a few minutes.



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- D. Any new purchase of computer monitors shall be of the flat panel/CCD type to maximize energy efficiency by reducing thermal/electrical load of conventional CRT monitors.

FORMS: NA