

XVI. MAINTENANCE AND OPERATIONS

A. Energy Management Policy

It is the policy of Nashville State to require all users of campus facilities to conserve utilities by using the least amount of electricity, gas, and water.

B. Maintenance and Operations Responsibilities

1. The Office of Maintenance and Operations is responsible for energy conservation and will seek means to operate the various mechanical and electrical systems as efficiently as possible. Additionally, the department will strive to maintain in good order other building systems (doors, windows, ceilings, and lighting) that may impact energy consumption.

a. The Office of Maintenance and Operations will:

- (1) Maintain the HVAC systems in good working order to maximize its useful service life and efficiency of operation.
- (2) Analyze flue gases and fine tune boilers prior to the start of each heating season.
- (3) Expand the use of automatic devices to monitor and control lighting, heating, cooling, and ventilation levels, as funds permit.
- (4) Shut down HVAC systems or reduce their operation to minimum levels when buildings or rooms are unoccupied. Seek to maintain room temperatures between 70–75 degrees F in occupied areas unless special approval is granted for lower or higher settings. When rooms are unoccupied, maintain temperatures between 60 and 80 degrees F.

- (5) Coordinate HVAC operations with room utilization schedules and, when feasible, program systems to come on immediately prior to a scheduled class or meeting and to shut off shortly after the scheduled use.
- (6) Turn off lights in unoccupied rooms and reduce other lighting to minimum levels when areas are vacant. After normal business hours, assistance is provided by the Safety and Security Department.
- (7) Turn off parking lot lights at midnight and on at dusk during the week when classes are in session and, unless there is an approved exception, leave lights off on weekends and when the campus is closed.
- (8) Set thermostats for domestic hot water boilers at 110 degrees F except where hotter water is required for laboratory use.

C. Facility User's Responsibilities

1. Upon obtaining proper authorization for use of facilities, it is the responsibility of the user to notify the Office of Maintenance and Operations well in advance to avoid spur-of-the-moment schedule changes.
2. For optimum HVAC system efficiency, classroom doors must not be propped open and are to remain closed except when used for entering or leaving the room.

NOTE: When scheduling room use, high consideration is given to energy consumption. Whenever possible, weekend classes or meetings will be confined to the Clement Building or Conference Room D-14.