Stop Leaving Money on the Table and Pollution in Your Community!

This checklist is intended to help your university identify opportunities to reduce the environmental impact of campus buildings, leading to financial savings on waste disposal, energy use, and water use.

Replace all incandescent light bulbs and T-12 fluorescent tubes with energy-efficient CFL, LED or T-8 fluorescent tubes. Make sure that all exit signs are LED or electroluminescent.

- ✓ **When considering LED's, visit the U.S. Department of Energy Lighting Facts website to help you find LED products that perform as promised www.lighting-facts.com.**

Develop a computer energy policy which requires computers to be turned off overnight and operate with a "sleep mode" during the day. You can use Energy Star's Power Management program as a resource for this.

Install smart sub-meters to access your building's real-time energy use, track energy use online, and identify energy reduction opportunities.

Minimize run times for HVAC fans systems and equipment by turning them off when the buildings are not occupied.

Purchase computers, appliances, vending machines, and electronic equipment that are highly energy-efficient and certified by the U.S. EPA Energy Star program.

- Set all refrigerators to 38 degrees Fahrenheit or higher, and set all freezers to 10 degrees Fahrenheit or higher.

- Set all air conditioning thermostats to 76 degrees Fahrenheit or higher.

- Insulate all hot water pipes, hot water heaters, and storage tanks.

- Seal off any unused areas from air conditioned areas.

- Annually check seals around windows and doors of all conditioned spaces to ensure no air gaps. Close air gaps whenever they are detected.

- Install Energy Star ceiling fans to reduce the air conditioning load.

- Install automatic daylight dimmers in areas with sufficient daylight to dim light bulbs and take advantage of natural light.

- De-lamp any lighting fixtures possible and remove, replace, or rewire ballasts and tombstones.

- Install an Energy Management System (EMS) that will allow building managers to control temperature, lighting, and water heating at a central location.

- Develop a policy or place visible signage up to ensure:
  - ✓ Blinds and curtains are closed when the sun is hitting the windows to reduce AC load.
  - ✓ Electronic equipment is turned off when not being used.
  - ✓ Lights are turned off when not being used.

- Use exterior material and roof paints that have a Solar Reflectance Index (SRI) of at least 78.

- Arrange workspaces to take advantage of areas with natural sunlight.

- Conduct a professional energy audit of your building to identify further energy reduction opportunities with lighting, HVAC system, and building envelope.

- Install renewable energy technologies or buy green power such as solar, wind, biomass, or geothermal to supply your building's energy needs.

- ✓ Remember to always maximize conservation and efficiency measures before you install renewable energy, so you are not buying a larger system than needed.

✓ Install WaterSense labeled high efficiency products such as faucets, toilets, urinals, showerheads, and irrigation control systems.

✓ Install rain catchment devices for irrigation or plumbing water where feasible.

✓ Make recycling readily available in high-traffic areas for materials such as paper, cardboard, plastic, glass, and metal, with visible signage placed throughout the building. Expand recycling programs where feasible to include items such as batteries, ink cartridges, fluorescent lights, electronic waste etc.

✓ Set the default for all printing and copying to double-sided print.

✓ Designate areas near printers for previously used paper to be reused.

✓ Install bike racks and offer discounted parking rates and preferred parking spots for carpoolers and electric vehicle drivers.

✓ Use motion sensors on lighting, water faucets, and vending machines wherever feasible.

HELPFUL TIPS AND IDEAS

Create a facilities energy committee to focus on energy conservation measures for your buildings.

Develop policies that set heating and cooling temperature limits for each season. Be sure you are not wasting energy and money by overheating or overcooling your buildings.

Register your building in the EPA's Energy Star Portfolio Manager to track your building's energy and water performance, and benchmark against similar buildings around the country.

Offer rewards or incentives to individuals or departments within your buildings for reduced energy consumption, or energy reduction ideas.

Do your math! Most energy and pollution reduction measures will lead to cost savings for your university. Performing a financial analysis and showing the savings generated by these sustainability initiatives will make it easy to gain support for these projects.