

UWS Energy Conservation

Temperature Policy:

- Indoor temperature settings in all spaces during occupied periods will be **68° F** during the heating season and **76° F** during the cooling season.
- Spaces such as research technology facilities requiring critical temperature settings will be more tightly controlled and allowed to vary from these requirements.
- These temperatures will be set by Facilities Management with centrally controlled systems.
- Facilities Management recognizes that temperatures will fluctuate within the building around these set points and every effort will be made to stay within 2° F of this range.
- Supplemental electric heaters shall only be issued by Facilities Management and Residence Life when deemed absolutely necessary. These devices can be a fire hazard along with a large energy draw.
- No other use of electric heaters is allowed and unauthorized heaters will be removed.

Energy Use and Reduction Suggestions:

- Report observations of excessive energy use, concerns or suggestions to Facilities Management at ext **8120**.
- Reduce space lighting by using energy efficient desk task lighting instead of ceiling lights where possible.
- Turn off all lights when leaving the room even if the room automatically shuts the lights off.
- When not in use computers should be shut down, or set to standby or hibernate mode. Remember to turn off printers, scanners and other peripherals when not in use.(screen savers do not reduce energy use)
- Turn off coffee makers, printers, and copiers when leaving at night and for the weekend.
- Use joint department coffee pots and refrigerators rather than individual office units.
- If you open a window to get fresh air make sure you close the window when you leave the space.
- It does not use more energy to turn equipment on and off.

- Keep windows closed during the heating and air conditioning periods. Opening windows while heating or air conditioning the room not only wastes energy, but also causes room thermostats to react in a negative manner, causing room temperatures to fluctuate.
- Adjusting blinds and shades during air conditioning seasons to reflect direct sunlight away from windows will help keep the room cool.
- During the heating months, keeping the blinds and shades open to allow the natural sunlight to come in will help heat the space. Closing blinds and shades on very cold days will help retain heat in the room and cut down on cold drafts
- Attempt to keep building entrance doors closed as much as possible, including the interior vestibule doors. Blocking doors open is not permitted in heated and air conditioned spaces.
- Keep stairwell doors closed to retain heat on the floors and prevent it from rising to upper floors.
- Do not use the handicap door access buttons unless you really need to. Using the automatic doors for convenience rather than necessity not only puts extra wear on the operator but it also wastes energy. Every time the access buttons are used the doors are held open for several seconds, allowing cold air to enter the building and defeat the purpose of the vestibule air lock.
- When possible, use the stairs in place of elevators. This is a good energy conservation practice in addition to a health benefit.
- If you use a small fan to move air for comfort, do not leave it running when you are away from your desk.
- Dress appropriately for the weather and have additional clothing available in case you are too cold in your space.
- Consider carpooling, walking, riding a bus or cycling.

Recycling and Waste Reduction

- Bins are provided in various areas for the collection of paper, glass, plastic and other recyclable items.
- Confidential paper recycling can be coordinated with Facilities Management for secured disposal.
- Cardboard is to be flattened and coordinated with the building custodian for removal.
- Fluorescent bulbs are to be recycled by building custodial staff.
- Empty toner cartridges should be forwarded to Central Stores for recycling.
- Campus electronic equipment is recycled through Facilities Management.

Other Cost-Effective Waste Reduction Ideas

- Edit documents on screen
- Double-side copy all documents
- Store documents on the computer rather than as a hard copy
- Reuse the back of cover sheets and other documents for drafts and notes
- Use a coffee mug rather than a paper or polystyrene disposable cup
- Pack lunch in reusable containers and bags
- Reuse packing materials such as foam peanuts and bags of air
- Read the local newspaper and then place it back in the stand for someone else or read it on-line
- Cancel unwanted subscriptions
- Remove your name from unnecessary mailing lists
- Use 1 paper towel or napkin
- Walk, ride a bike, take the bus or carpool to work
- Use the campus bus system to travel on campus

Water Conservation:

- Assure all water faucets are fully shut off after use. If a faucet drips one drop per second, over 1 Gallon of water is lost in a day, 8 Gallons in a week and 34 Gallons in a month. That is a lot of water!
- If dripping faucets cannot be shut off, contact Facilities Management at ext. **8120** for repair.

Campus Contacts:

- General energy conservation and recycling questions: Facilities Management at 715-394-**8122** or on-campus extension of 8122
- Building Recycling: Custodial Services at 715-394-8178 or on-campus extension of **8178**
- Hazardous Waste: Environmental Health and Safety at 715-394-8073 or on-campus extension of **8073**