

Seattle University Facilities Services Resource Management Plan

In support of Seattle University's many resource conservation and sustainability policies and practices, the following guidelines are set forth to establish general operating standards for energy and resource consumption in occupied buildings. Adherence to these standards will reduce utility expenditures, optimize indoor environmental conditions, and minimize environmental damage through reduced greenhouse gas emissions.

Heating, Ventilation, & Air Conditioning (HVAC)

Allowances & Responsibilities

Building Occupants	<ul style="list-style-type: none">• Adjust occupied space temperatures by 4 degrees• Use push-button overrides for after-hours use• Keep materials away from/off of HVAC vents• Setup and maintain HVAC schedules including holidays and
Maintenance & Operations	

- Non-work hour HVAC operation shall be authorized when either building managers or Conference & Event Services makes a request via the work order system.
- Building managers should make efforts to group after-hours activities into a specific HVAC zone such that minimal system energy is required.
- Full building systems should not be activated if only one or two staff people are in a building.

Temperature Settings

Building Area

Occupied Set Points

Unoccupied Set Points

- For hallways; heating offset will be 5, cooling offset will be 6.
- In areas where a single sensor or thermostat serves multiple spaces, it may be necessary to deviate from recommended set point levels in order to provide a reasonable level of comfort throughout all areas served.

Boiler Systems

- Boilers shall be locked out when outside air temperatures are above the balance point.

Spaces without Mechanical Cooling

- Cooling set points as low as 73 ° F will be allowed with an economizer cycle enabled as described above.
- Unoccupied cooling set points shall be set to 85 ° F.
- Morning cool-down cycles shall be implemented to pre-cool buildings during hot weather.

Stand-alone Thermostats

- Stand-alone thermostats shall be programmed with the same schedules and temperatures as noted above.
- During occupied hours, the fan shall be programmed to run continuously.
- During non-work hours, the fan shall be set to run in OFF or AUTO mode with a setback.
- The thermostat should be kept in the RUN PROGRAM mode at all times except during holidays to facilitate full shutdown.
- If the system is not capable of programmed holidays, it should be placed in the OFF position and/or setback to 55° F during holidays.
- Thermostat programs and battery backups should be checked a minimum of twice yearly, as dictated by a Preventative Maintenance (PM) schedule. Batteries should be changed once a year.

General Building Operation

- Staff should keep exterior doors and windows closed when mechanical ventilation is on.
- Exterior doors should not be propped open.
- Staff members are responsible for closing their blinds at the end of the day.

<i>Interior Lighting</i>

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| <ul style="list-style-type: none"> • Daylight shall be used whenever available; natural daylight provides free lighting and free heating and has been shown to increase employee morale and productivity. • All staff are responsible for ensuring that lights in unoc inff rin6.6 (r3 (e)-3 2 (ailab)9f2 (ro)c(t)-3 (a5.5 (id))c(t)-3 .7 |
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Exterior Lighting

- All exterior lights are expected to be off during daylight.
- Exterior lighting should be connected to the direct digital controls system (DDC) and scheduled via a photocell to light spaces efficiently during dark hours.
- Where connection to the DDC is not possible, lighting should turn on no earlier than 30 minutes before sunset.

Irrigation Water

<https://seattleu.policystat.com/policy/7811240/latest/>

- Irrigation shall start no earlier than dusk and be completed prior to three hours past sunrise.
- Irrigation of lawns and fields should be limited to one inch per week.
- Landscape vegetation should be allowed one-half inch of water per week.
- Native and drought tolerant vegetation are encouraged and shall not be irrigated.
- Irrigation will be turned off when rainfall nears one inch per week. Systems that are equipped with a rain gauge will facilitate this automatically; maintenance shall be responsible for modifying operation of systems without rain gauges.
- Staff should report irrigation system running during the day, standing water or wet pavement when it has not rained, and/or muddy areas to the FRC as an emergency work request.

Solid Waste and Recycling

- The Resource Conservation Manager shall monitor volumes of waste and coordinate changes in dumpster size and frequency of pick-up as necessary.
- All staff shall minimize waste and recycle/compost to the greatest extent possible. This includes, but is not limited

- The Recycling Coordinator accepts toner cartridges. To recycle these, place small cartridges in an envelope addressed to "Recycling" and send via campus mail.
- For large quantities of cartridges, tape a piece of scotch tape to the top of the box and label it "Cartridges" or "Toner Cartridges".

- The Recycling Coordinator will also recycle non-reusable furnishings as scrap metal or construction & demolition debris material.

Office Furniture

- Office furniture is managed by the Furniture, Fixtures, and Equipment Manager, who is responsible for deciding the highest use of furniture items on campus and recycling them when they can no longer be used.

Office Supplies

- Consider setting up an office supply exchange area for used office supplies such as binders, folders, envelopes, in-boxes and small office equipment.
- For collection of office supplies, submit a work order to the Recycling Coordinator.

Clothing & Textiles

- Students can donate and recycle clothing and textiles (cloth and woven fabric) in the donation bins are set up in the residence hall lobbies. Please bag these items and place them in the clothing donation collection areas. Textiles should be bagged and labeled as such.
- Faculty and staff should contact the Recycling Coordinator, submit a work order for pick up, or