

Energy Saving Guidelines for Portland State University

Heating and Ventilation

- Conditioned spaces will be heated to a temperature range of 67-70 in the winter and cooled, where applicable, to a temperature range of 72-76. Plan for the season and dress appropriately.
- Personal or University owned space heaters will not be allowed, unless approval from Facilities and Property Management (FPM) has been granted for cases where spaces cannot otherwise be heated to the appropriate range. Once approval has been granted, space heaters must comply with fire code, be turned off when a space is not being occupied and be selected with energy efficiency and safety as top priorities. FPM will then work to identify a long-range solution to heating the space to an appropriate level.
- Building ventilation will be based on actual use of the space, as determined by Academic Schedules, Posted Building Occupancy, and Special Events.
- Windows in conditioned spaces are to remain closed when building conditioning systems are operating.
- All supply and return air vents in offices, classrooms, and laboratories must be unobstructed at all times.
- Utility Manager and Facilities staff will work with events scheduling team to consolidate activities into energy efficient buildings on campus.

Purchasing

- When available, all electronic purchases must be Energy Star certified including laboratory, clinical, research, or other educational equipment.
- Computer purchases, per Office of Information Technology (OIT) recommended configurations, should meet Energy Star and EPEAT GOLD certification.

Technology & Other Electronics

- All computers must comply with University Power Management Settings that reduce electrical consumption of monitors and CPU's unless a valid reason exists for the CPU to always be on.
- Whenever possible, users should utilize networked printers and scanners. Exceptions may be made for extenuating circumstances, including, but not limited to, high volume of confidential documents, lack of accessibility to appropriate networked equipment.
- Refrigerators, microwaves and coffee makers are not authorized for use in individual spaces on campus

Lighting

- All spaces will be lit to an appropriate lighting level for the tasks being performed. Unless exceptional circumstances exist, including but not limited to safety or security concerns, lighting in unoccupied spaces will remain off.
- Building occupants are encouraged to take advantage of natural light, whenever possible.
- New construction and renovation will incorporate daylight sensing technology, allowing overhead fixtures to dim when outside lighting is sufficient.
- Instead of lighting an entire room, focus light where you need it with task lighting.
- Utilize energy efficient LED bulbs in task lighting.

Unoccupied Spaces

- Through a combination of campus awareness and automated systems, campus facilities should be set to minimum energy consumption standards when unoccupied both during the day and after hours.
- Where possible, students, faculty, and staff, including custodial contractors, should turn lights off when vacating a space.
- When leaving at the end of the day, operable window covering should be lowered to prevent thermal losses during heating season and gains during cooling season.
- When leaving a lab, close fume hood sashes when not in use.
- Turn off computers, monitors, printers and all other equipment at the end of each day.