

# PROCEDURE

<b>Subject</b>	Sustainability, Conservation and Energy Management Program	<b>Number:</b> 6.01.10
<b>Source</b>	Facilities Management	<b>Reference (Rule #)</b> 6HX14-6.01
<b>President's Approval/Date:</b>	 8/14/2017	

The College is committed to minimizing the impact of its operations and development on the environment by encouraging sustainable practices throughout the college.

## A. Paper Usage

1. College employees shall make efforts to minimize the general use of office paper by utilizing electronic means (including appropriate back-up precautions to ensure record retention requirements are achieved).
2. Distribute, file, and archive documents electronically. Print documents and e-mails only as needed.
3. Copy both sides of the paper with the two sided copy feature when making copies for internal use whenever possible.
4. Purchase recycled or managed growth forest paper such as that certified through the FSC (Forest Stewardship Council.) Standard Policy and Goals for Sustainability
5. Attempt to work with local printing services that use recycled or managed growth paper and soy based inks.

## B. Environment

1. Purchase office supplies from local companies whenever possible. Contact main office for list of such companies.
2. Purchase and use non-toxic biodegradable cleaning products in all offices.
3. Maintain a reasonably clean workspace for all employees. Offices shall be cleaned on a regularly scheduled basis to ensure interior air quality, prevent fire hazards and maintain the health of all employees.

## C. Energy Efficiency

1. The college has an overall goal of conserving energy and promoting efficiency within the college community to assist on these efforts college wide.
2. Electricity Usage

- a. Turn off all lights and electronics when not in use. Use motion sensor lights in classrooms, labs and ancillary support areas as appropriate.
- b. Install compact fluorescent, LED or other long burning light bulbs throughout offices.
- c. Use “Energy Star” rated office equipment or equivalent for all new equipment or appliances leased or purchased.
- d. Monitor and track monthly electricity usage for review to assure usage levels are meeting expected amounts.
- e. Establish best practices for building schedules, modes of operation and monitoring through energy management electronics and systems.

### 3. Water Conservation

- a. College employees shall make efforts to minimize the general use of potable water.
- b. Install low flow or waterless fixtures and motion sensor faucets when replacing used ones in company bathroom facilities.
- c. Install aerators or flow restrictors on all office sinks.
- d. Monitor and track monthly water usage for review to assure usage levels are meeting expected amounts.
- e. Restrict irrigation uses to non-potable sources only.

### 4. HVAC Systems

- a. Turn off or down all HVAC systems when offices are unoccupied. Install and use programmable thermostats whenever possible.
- b. Purchase high efficiency HVAC equipment when replacing or upgrading existing systems.
- c. Inspect and clean air ducts and both supply and return grilles on a regular basis to minimize dust collection and mildew.
- d. Insulate all hot and cold water pipes that are accessible.
- e. Monitor and track monthly natural gas usage for review to assure usage levels are meeting expected amounts.

### 5. Transportation

- a. Purchase or lease all future company vehicles with the lowest available emissions standards of vehicles within their particular class.
- b. Support and provide resources that promote the use of alternative energy transportation options.

## D. Green Building Practices

As defined by SREF, the College will incorporate into our projects recognized green building practices as set forth by the USGBC, Leadership in Environmental Design (LEED) program or Green Globes, and local state and federal legislation.