



POLICY

Category	Approved		
	Effective	Administration	BOT
OP. Operations	07/01/04	07/01/04	07/01/04
	Supersedes		For Review

OP 1.0 Energy Management Conservation

Policy Statement

It is the responsibility of Board members, administrators, instructors, students, and support personnel to insure that every effort is made to conserve energy and natural resources while exercising sound financial management.

Implemental Procedures:

1. Accurate records of energy consumption and cost of energy will be maintained and information provided to the local media on the goals and progress of the energy conservation program.
2. Site administrators are accountable for energy management at their sites. Annual energy audits will be jointly conducted and a conservation program outlined. Judicious use of the various energy systems at each site is the joint responsibility of the site administrator and head custodian to insure that an efficient energy program is maintained on a daily basis.
3. Curriculum will be developed to insure every student will participate in the energy management program as an "energy saver."
4. Students and employees are expected to contribute to energy efficiency as energy savers as well as energy consumers.
5. All unnecessary lighting in unoccupied areas is to be turned off. All lights are to be turned off when students and instructors leave the College. Custodians will turn on lights only in the areas in which they are working.
6. The Director of Operations is responsible for a complete and total shutdown of the facility when closing.

Policy Owner – Position Title

Vice President - Operations