

The College is committed to responsible energy and water management in support of its sustainability Policy. Faculty, staff and students are encouraged to play a role in promoting efficient, reduced energy and water use. The College community will strive to make office spaces, classrooms and shared spaces more energy and water efficient. In working towards this goal, individuals are encouraged to use the following procedures:

- A. Use common-sense energy saving measures such as turning off lights and equipment when leaving a room.
- B. Follow Procedure 2.2.7.2 - Energy Star Certified Products when purchasing appliances, computer equipment and devices.
- C. Equipment should be set on energy saving settings such as “sleep mode” when not in use.
- D. All plug-in devices, such as printers and scanners, are to be turned off when not in use. Use of personal printers and other devices is prohibited (this excludes lap-tops used for educational purposes).
- E. The use of space heaters is prohibited unless in an emergency.
- F. Close windows and exterior doors to prevent loss of conditioned/heated air.
- G. Use energy-saving technologies (e.g., “smart” energy strips, timers, sensors) whenever possible.
- H. College maintenance is responsible for setting thermostats for all buildings. If your room or office is not comfortable, send in a maintenance request (recommended temperature setting is 70-76 degrees);
- I. In cold weather, open drapes or blinds to let in sun and close them at night. In warm weather, close drapes or blinds during the day and open them at night;
- J. Place a maintenance request for any leaky faucets or toilets. Students should make reports to their instructor or advisor who then in turn will place a maintenance request.
- K. Consider using hand sanitizer gels or lotions instead of soap and water.

- L. Be proactive by submitting your ideas to the College administrators. When you see energy inefficiencies around you, contact the College administration to see how the problem can best be addressed.
- M. Carpooling, biking and use of public transit is strongly encouraged along with driving fuel efficient and low emissions vehicles.
- N. Recycle, re-use, rethink, repair is encouraged.
- O. Make use of electronic media rather than printing.
- P. Help your coworkers to be more energy efficient.
- Q. Use task lighting rather than overhead lighting.
- R. Remove bulbs in areas where overhead lighting is excessive.
- S. Set hot water temperatures at the minimum required.
- T. When driving College vehicles, do not sit and idle while waiting for the driver/passenger.

Adopted: August 26, 2022