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| <b>SUBJECT:</b><br>Energy Sustainability | <b>Effective Date:</b><br>6-2-15   | <b>Policy Number:</b><br>3-111.1 |                |
|  | <b>Supersedes:</b><br>3-111  | <b>Page</b><br>1                 | <b>Of</b><br>4 |
|  | <b>Responsible Authority:</b><br>Director, Utilities and Energy Services |                                  |                |

**DATE(S) OF INITIAL ADOPTION AND EFFECTIVE DATE** 5/21/2008

#### **APPLICABILITY/ACCOUNTABILITY**

This policy applies to all personnel, departments, and units in Education and General-, Contracts and Grants-, and Capital Improvement Trust Fund-funded buildings as well as Auxiliary and Athletics buildings and facilities on all University of Central Florida (UCF) campuses.

#### **BACKGROUND INFORMATION**

As energy costs and demands continue to grow, achieving energy sustainability has become increasingly important to the university's mission. Appropriate policies and procedures that govern our environmental resources and facilities will enable UCF to achieve the improvements necessary to establish the university as a national leader in energy research, education, and stewardship.

#### **POLICY STATEMENT**

The university is committed to energy sustainability and ensuring a productive environment for all members of the university community. Requirements involving energy conservation are to be followed by all university members, including students, staff, faculty, visiting scholars, and campus visitors.

The Utilities and Energy Services Department is the UCF point of contact and liaison for all utilities and energy conservation measures. The director of Utilities and Energy Services has the authority to approve, prohibit, or restrict from providing utility expansion or new services based on demand and reserve capacity. Utility services and energy efficiency initiatives must be approved by the director or his / her designee within the campus as defined by this policy for:

- utility procurement,
- utility generation,
- utility interconnection,
- new building construction,
- renovations,
- remodels,
- additions,
- or alterations on any UCF campus.

Review by the director of Utilities and Energy Services of a proposed initiative or project is required whether the project is done by an internal or external entity. All proposed initiatives or projects must comply with the requirements outlined in this policy.

## DEFINITIONS

**Commissioning.** Standardized process to reduce project capital cost through the warranty period and the life cycle cost of a facility in which essential systems are tested and verified to ensure operations are safe, efficient, and perform as designed.

**Utility interconnection.** An approved process, which the customer connects with the commercial grid or campus distribution systems, includes both permanent and temporary utilities.

## PROCEDURES

All requests for review and approval must be submitted using the facilities improvement process [www.fp.ucf.edu/activities/facilities/FI Request 102010.pdf](http://www.fp.ucf.edu/activities/facilities/FI_Request_102010.pdf).

### New Building Construction and Building Renovations.

UCF's construction standards for new facilities and renovation of existing facilities will adhere to established standards of energy efficiency, both in design and operation, for the projected life of the facility. Specific construction and operational requirements listed in Building Construction & Renovation Requirements (see RELATED INFORMATION) represent the minimum requirements for all UCF construction and renovation projects. From the initial concept and schematic design to project completion, UCF's Department of Utilities and Energy Services will serve as the university's principal advisor and approval authority for ensuring that the standards and practices for design, construction, and operation of all UCF facilities meet the specification requirements of this policy.

### Workplace Requirements.

UCF is fully committed to an energy conservation and sustainability program based on universal participation and continual improvement. All UCF buildings and facilities are operated with the health, welfare, and safety of all students and employees in mind and in support of instruction and research. Regardless of their sources of funding, buildings will be operated in the most energy-efficient manner possible. Individual and departmental

awareness and accountability are essential to the overall success of this initiative. The Maintenance & Operation Requirements document (see RELATED INFORMATION) lists specific requirements for workplace energy usage in all UCF facilities, including common support functions and personal items and practices.

#### Building Commissioning.

UCF supports a quality-focused process for enhancing the delivery of a project. Commissioning activities begin at the programming phase for each project and must, at a minimum, be implemented and carried out to include design development and review, construction, and functional testing. Commissioning may be performed in-house by the Department of Utilities and Energy Services or, out-sourced to a third party entity that reports directly to the Department of Utilities and Energy Services. This process focuses upon verifying and documenting that all of the commissioned systems and assemblies are planned, designed, installed, tested, operated and maintained to meet the owner's requirements. This policy can be utilized in the delivery of all or selected systems and assemblies in a project in accordance with the latest American Society of Heating, Refrigeration, and Air Conditioning Engineers (ASHRAE) standard for commissioning.

#### New Initiatives.

UCF will adopt a culture of innovation and change as it pursues energy efficiency improvements in the coming years. All members of the university are encouraged to look for and recommend changes that could improve the energy efficiency and environmental health of our campuses and surrounding communities. The Department of Utilities and Energy Services will serve as the primary clearinghouse for these suggestions and will make recommendations for change when appropriate (with due regard to overall mission impact, engineering rigor, funding considerations, and other requirements).

## CONTACTS

Associate Vice President, Administration & Finance: 407-823-3812  
Assistant Vice President of Sustainability Initiatives 407-823-0970  
Director, UCF Utilities and Energy Services: 407-823-2053

## RELATED INFORMATION

- Building Construction & Renovation Requirements  
[http://www.energy.ucf.edu/sites/default/files/docs/building\\_construction\\_requirements.pdf](http://www.energy.ucf.edu/sites/default/files/docs/building_construction_requirements.pdf)
- Maintenance & Operation Requirements  
[http://www.energy.ucf.edu/sites/default/files/docs/maintenance\\_operations\\_requirements.pdf](http://www.energy.ucf.edu/sites/default/files/docs/maintenance_operations_requirements.pdf)
- Reference by incorporation of UCF's Design, Construction & Renovation Standards

<http://www.fp.ucf.edu/guides/UCF%20Design%20Construction%20and%20Renovation%20Standards%20-%202014%20-%20201-16-2014.pdf>

**INITIATING AUTHORITY** Vice President for Administration & Finance and Chief Financial Officer

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| <b>POLICY APPROVAL</b><br>(For use by the Office of the President)        |                        |
| Policy Number: 3-111.1  |                        |
| Initiating Authority: <u>Will F. Sanchez</u>                              | Date: <u>5-21-15</u>   |
| University Policies and Procedures Committee Chair: <u>Randa P. Bilge</u> | Date: <u>5/21/2015</u> |
| President or Designee: <u>John C. Hill</u>                                | Date: <u>6/2/15</u>    |