

# Standard Operating Procedures

## PP 001: Energy Conservation

Responsible Office(s): Physical Plant  
Responsible Individual: Director, Physical Plant

Effective Date: 04/01/2026  
Last Revision: 00/00/0000  
Last Review: 00/00/0000

### Purpose

The University has a fundamental commitment to environmental responsibility and implementing methods for reducing energy consumption and related costs while maintaining a comfortable and safe environment in all campus facilities. The following are the intended outcomes of this commitment.

- Reduce rising utility costs
- Extend the life of expensive equipment and facilities
- Reduce University greenhouse gas contributions
- Create a healthier environment for students, staff, faculty, visitors, and the greater University community

### Scope

This Standard Operating Procedure (SOP) applies to all University faculty, staff, students, official University affiliates, or any other individual, group, or office occupying University facilities.

### Procedures

#### 1. General Energy Reduction Guidelines

- Turn off the lights when offices, classrooms, and meeting spaces are not in use.
- Take advantage of natural light when possible
- When possible, take the stairs and limit the use of elevators.
- Power down unused computers, classroom projectors, and other electronic equipment or appliances
- Set personal computers to sleep mode when not in use for ten minutes or more.
- Report any examples of wasted energy to [umwoc@montevallo.edu](mailto:umwoc@montevallo.edu) or call at 205-665-6130.

#### 2. Hours of Operation

Normal University hours of operation are from 6:00 a.m. to 6:00 p.m., Monday through Friday. Utilities will generally be reduced or off at times outside of normal operating hours.

**2.1 Class Schedules:** Normal operating hours will be extended to accommodate evening classes during academic terms. Class schedules should reflect the smallest number of buildings possible to accommodate academic function while achieving the highest possible energy efficiency.

**2.2 Holiday Schedules:** During recognized University holidays, temperature settings in most facilities will be reduced as a cost-savings measure.

**2.3 Scheduling Exemptions:** To request an exemption outside of UM's regular operating schedule, or for special events, please submit requests through [25live](#). Requests should be made at least three business days prior to the event. All requests are reviewed on a case-by-case basis,

evaluated against American Society of Heating, Refrigerating, and Air Conditioning Engineers, Inc. (ASHRAE) standards and, if approved, are a onetime exemption unless otherwise specified.

### 3. Thermostat Settings

The temperature settings in University buildings will be set within the range suggested by ASHRAE 55, based on the average relative humidity for the University's geographic region. All temperature settings shall adhere to the following recommended guidelines:

**3.1 Winter:** Temperatures will be set to 69° (maximum) and 65° (minimum) during normal operating hours and to 55° during unoccupied operating hours.

**3.2 Summer:** Temperatures will be set to 72° (minimum) and 75° (maximum) during normal operating hours and to 80° during unoccupied operating hours. Building occupants with authorized window air conditioners or porta-cool units shall set daytime temperatures to 74°F and turn units down or off when leaving at the end of the day.

**3.3 Variance:** It is not possible to keep every area at a constant, exact temperature and there will be swings associated with getting to a setpoint while cooling or heating and when calling for cooling or heating.

**3.4 Thermostat Setting Exemptions:** To request an exemption or for special circumstances, submit email requests through Physical Plant at [umwoc@montevallo.edu](mailto:umwoc@montevallo.edu) or call at 205-665-6130. A work order will be made for the appropriate department. Review of requests are investigated on a case-by-case basis, evaluated against ASHRAE standards and, if approved, adjustments will be made with safety, comfort and energy conservation being weighed.

**3.5 Reporting Temperature Variance:** Areas that are either too hot or too cold should be reported to the Physical Plant at [umwoc@montevallo.edu](mailto:umwoc@montevallo.edu) or by phone at 205-665-6130 so the problem can be addressed. If the temperature falls outside of the temperature set-points, staff will investigate it to ensure that all equipment is operating correctly and make any necessary adjustments. If a resolution cannot be reached to bring the space to the set-point, an approved heating or cooling unit may be authorized with comfort and energy conservation weighed.

### 4. Auxiliary Appliances

**4.1 Space Heaters/Dehumidifiers:** The use of space heaters or dehumidifiers may cause incorrect readings of space temperatures by the thermostat and interfere with thermostat set points or proper heating, cooling, and ventilation. Any exemption must be granted by Physical Plant in coordination with the Safety and Security department, and if deemed necessary, must follow the Safety and Security Department procedures. If you require a space heater or dehumidifier based on a medical condition or disability, please contact the Human Resource Department at [hr@montevallo.edu](mailto:hr@montevallo.edu) or by phone at 205-665-6055.

**4.2 Window Air Conditioner Units:** Window AC units are only allowed in areas designed and approved for them. Areas that are too hot should be reported to Physical Plant at [umwoc@montevallo.edu](mailto:umwoc@montevallo.edu) or by phone at 205-665-6130. All solutions for areas unable to maintain the temperature set-points will be pursued, which may include, but is not limited to, a window AC unit approved by Physical Plant.

**4.3 Micro Fridges:** For Resident Halls, only university approved micro fridge combo or Housing and Residence Life approved micro fridges are allowed. For Administrative and Academic, areas micro fridges are not allowed. If you require a micro fridge accommodation based on a medical

condition or disability, please contact the Human Resource Department at [hr@montevallo.edu](mailto:hr@montevallo.edu) or by phone at 205-665-6055.

## 5. Lighting

Taking the time to efficiently manage the lighting in individual offices, classrooms, residence halls, etc., can provide significant energy savings when considered collectively. The following recommended practices should be considered:

- Lighting that is not required for safety reasons must be turned off whenever the space is unoccupied. This includes lights in offices, classrooms, restrooms, and other common spaces. The last person to leave the room is responsible for turning off non-automatic lights.
- The use of LED task lighting and natural light from windows is strongly encouraged and should be employed before any overhead room lighting is activated.
- Decorative lighting is strongly discouraged and must be approved by Physical Plant before installation.
- Physical Plant will replace failed lights with LED lamps or the most energy efficient option available. All new construction and remodels will follow the International Building Code (IBC) 2021 and ASHRAE 2015 lighting guidelines.