

	DE LA SALLE-COLLEGE OF SAINT BENILDE			
	DOCUMENT TITLE: Energy and Resources Management & Conservation		DOCUMENT NO: GUI-142402-0009	CLASS: B
	FILES SOURCE: GASD-EC	EFFECTIVE DATE: 2017-02-16	APPROVAL DATE: 2017-01-31	NO. OF PAGES: 5

APPROVAL HISTORY

Date (YYYY-MM-DD)	Prepared by:	Authorized by:	Approved by: (Secondary)	Approved by:
2017-01-31	Arnaldo T. Ocfemia	Ma. Luisa C. Valdez		Benhur A. Ong

REVISION HISTORY

Revision Date (YYYY-MM-DD)	Author	Reason for Changes

RELATED INFORMATION

Document Control No.	Document Name	Source

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I. INTRODUCTION

The General Administrative Services Department (GASD) of the De La Salle-College of Saint Benilde (DLS-CSB) is committed to the direction of energy efficiency along with energy and resources conservation, particularly during this time of rising utility costs, tighter budgets, and more importantly, growing threat to the environment by the harmful effects of fossil fuels in generating power.

As a matter of direction, the College shall strive to reduce energy consumption in all its campuses whenever possible, through the support and everyday efforts of the entire College community (staff, faculty members, students and visitors). The purpose of this guideline is to reduce the College's energy consumption in an economical and environmentally sound manner. This policy will provide guidelines to staff, faculty members, and students for the effective and efficient use of facilities, resources and energy-consuming equipment. In pursuant of increased energy and resources conservation, both cost savings and a positive contribution to environmental integrity will result.

II. SCOPE

These guidelines cover all school operations where energy and resources conservation can be practiced.

III. PURPOSE/RATIONALE

The purpose of these guidelines is to help the College in conserving energy and resources whenever possible.

IV. OBJECTIVES

The objective of these guidelines is to serve as reference on how to conserve energy and resources in certain areas of school operations.

V. DEFINITION OF TERMS

VI. GUIDELINE STATEMENT

EXPECTATIONS:

- The College community shall acknowledge the importance of energy and resources conservation in all campuses by following the guidelines outlined in this policy
- The Engineering Center of the GASD shall implement this direction and ensure that all campuses and facilities are operated, maintained, renovated and constructed in compliance with this policy.
- All energy and resources conservation, whether undertaken by the GASD or by individual members of the College community, shall be consistent with the College's mission and goals.

GUIDELINE:

The following guidelines for energy and resources conservation shall be followed in all campuses and other facilities of the DLS-CSB:

Air Conditioning RESPONSIBILITY

Offices/Faculty

- All air-conditioned offices and classrooms shall be cooled to a pre-determined temperature of 23°C during scheduled campus hours. Room occupants shall not tamper with thermostat settings.

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| Offices/Faculty/EC | <ul style="list-style-type: none"> • All air-conditioning units shall be turned on only at the official start of office/classroom hours and closed at the official end of office hours. In the case of centralized air-conditioning, it shall be turned on at least 45 minutes to an hour before the start of official campus hour. It shall be turned off 45-minutes before the end of the last class needing air-conditioning. The cooling tower(s) and the condensing water pumps shall be turned off and only the chilled water pumps shall remain operational to circulate the remaining chilled water. |
| Offices/Faculty | <ul style="list-style-type: none"> • Doors and windows shall remain closed and secured as possible to prevent mixing of unconditioned air with conditioned air while rooms are being cooled. Window blinds are advised to be closed throughout the day to retard possible cooling loss. |
| GASD | <ul style="list-style-type: none"> • The centralized air-conditioning system shall not be used on Sundays, as a general rule, unless prior notification is given at least one (1) week before the request and such request is approved by the GASD. Priority shall be given to re-assignment of the requested areas/rooms to areas/rooms that do not require centralized air-conditioning system. |

Lighting RESPONSIBILITY

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| Offices/Faculty | <ul style="list-style-type: none"> • Lights shall be turned off in unused areas or unoccupied rooms at all times; with the exception of emergency lighting. Lighting that is not necessary for normal school operation shall be disabled or removed. |
| Offices/Faculty
/EC | <ul style="list-style-type: none"> • Lights shall be turned on only when there is inadequate lighting. Lighting is not required when there is natural light. Adequacy of lighting in concerned spaces can be verified by the Engineering Center with the use of a Luxmeter to determine illumination levels. |
| Faculty | <ul style="list-style-type: none"> • The lights and aircon shall be left on by the faculty if it has been ascertained that there would be a class to follow within one (1) hour after theirs. Otherwise, the lights and aircon shall be turned off before he/she leaves. The schedule of classes for each class room shall be posted at the door beside or near the switch. |
| EC | <ul style="list-style-type: none"> • Compact fluorescent lamps (CFL) shall be replaced with LED lamps incrementally or at any given opportunity; T8 fluorescent lamps shall be replaced with T5 fluorescent lamps and eventually with equivalent LED lamps. |
| EC | <ul style="list-style-type: none"> • Security and safety lighting shall be maintained at the lowest acceptable levels (to be determined by the Engineering Center). |

Computers / Printers / Other Office Equipment RESPONSIBILITY

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| Offices | <ul style="list-style-type: none"> • Computers and printers shall be turned off at the end of each working day. Exceptions to this are the network servers that must be left on and computers that control critical operating or communication equipment. |
| Faculty/ACTC | <ul style="list-style-type: none"> • Computers and printers shall be turned off when the computer labs are closed. Computers that are used at the Computer Laboratories shall remain on. |
| Offices | <ul style="list-style-type: none"> • Computers shall be programmed on the energy-saving mode of operation. The sleep mode on the computer shall be enabled or the monitor be turned off when leaving the computer for more than one (1) hour. |
| Offices/Purchasing Center
Offices | <ul style="list-style-type: none"> • Monitors of the energy-saving LCD-type flat screen display shall be the standard when computers and monitors are upgraded. • All office machines, including photocopiers, laminating equipment, fax machines (unless used for after office-hour faxes), and other office machines shall be turned off by the office staff every night. Exceptions may be made if the equipment manual from the manufacturer provides that turning off the equipment may harm the equipment or its operation. |
| Offices | <ul style="list-style-type: none"> • Power management features shall be enabled on all office equipment where |

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applicable.

Water RESPONSIBILITY

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| Community | • Showers and faucets shall be turned off after each use. Water should be used sparingly. |
| EC | • The Engineering Center shall ensure that all lavatory faucets are adjusted to at least 25% reduction in valve opening. |
| EC | • Low flow toilets, showers and faucets shall be installed whenever possible. |
| Community | • Cold water or ordinary tap water shall be used whenever possible, unless sanitary or other special requirements necessitate the use of hot water. |
| Community | • All water leaks for rectification shall be reported immediately to Engineering Center personnel. |
| EC | • The use and installation of water-saving direct-flush toilets shall be prioritized over water closet toilets whenever feasible. Feasibility of installation on specific locations shall be determined by the Engineering Center. |

Construction / Renovation RESPONSIBILITY

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| EC | • All construction projects shall be reviewed for energy efficiency and proper light levels in which, shall be determined and assessed by the Engineering Center in compliance with industry standard. |
| EC | • Renewable energy technologies and other energy-saving technologies shall be incorporated whenever feasible. |
| EC | • Utility meters to monitor the energy and water consumption shall be installed in new and renovated facilities whenever practical. |

Space Occupancy / Working Hours RESPONSIBILITY

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| CEMSS | • All College campuses and facilities shall remain closed on official national and school holidays. Housekeeping, maintenance personnel or any school staff/employee shall need to secure official permission from the General Administrative Services for any work/activity to be conducted inside school premises during such time. |
| Offices/CEMSS | • Official working hours for non-academic offices shall be from 8:00 a.m. to 5:00 p.m. Before or after such period, air-con units and non-essential lighting shall be turned off. Exempted from this policy are administrators and officers with isolated rooms and/or who have their own dedicated air-con units. Other staff with special permission from their department head for special or urgent assignments shall also be allowed exemption from this policy for a limited period as determined by the department head. |
| Academic
Offices/ CEMSS | • Official working hours for academic offices shall only be up to 8:00 p.m. unless the Staff is/are given Approved 'Permit to Stay' |

Use of Elevators RESPONSIBILITY

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| Community | • The use of elevators is encouraged to be minimized except for the physically challenged and persons transporting heavy equipment or materials. Taking the stairs is advised whenever possible. |
| EC | • The elevator shall be programmed in the future to bypass the 2 nd and 3 rd Floor and go straight to the 4 th Floor or up (for SDA and AKIC Campus, subject to related/needed renovation). For special events, an exemption may be allowed. |

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Personal Appliances
RESPONSIBILITY

- Community
 - Laptops, mobile phones, mp3/mp4 players, I-pods, and other personal gadgets are encouraged to be charged at home.
- Offices
 - The use of electrically-powered personal appliances in workstations and cubicles is discouraged.
- Community
 - Examples of prohibited 'personal' appliances are the following:
 1. Coffee makers/Coffee warmers
 2. Microwaves
 3. Refrigerators
 4. Toasters
 5. Water fountains
 6. Fish tanks
 7. Flat irons
 8. Water heaters
 9. ... and the like

Future Plans
RESPONSIBILITY

- EC
 - New renewable energy technologies and other resources/energy-saving technologies shall continue to be researched and explored by the Engineering Center for future incorporation or retrofitting of College facilities and equipment. This is to ensure that the direction of sustainable operation and maintainability shall be consistently pursued.
- EC
 - Motion sensor for lighting shall be installed and tried for campus hallways and corridors.
- EC
 - Future offices shall have a master switch (similar to hotels/motels) that to ensure that equipment/appliance at the office at night are off; preventing unnecessary power wastages.