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WKU Campus Wide Holiday Energy Conservation Plan

WKU Sustainability Committee

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Can you help us save 600,000 kilowatt hours over the holiday break? You absolutely can!

Last year WKU reduced electrical use by over **1 million kilowatt hours** during the break, and realized a cost avoidance of over **$140,000 in utility bills**, we also reduced our carbon footprint by over **700 metric tons of greenhouse gases.**

This year the Holiday Break is one full week shorter, but the goal remains the same…reduce energy consumption to the lowest possible level during the break. **Our goal** is to **reduce electrical use by 600,000 kWh** over the Holiday Break (when compared with the 2007 break). Six hundred thousand kWh is equal to annual electricity use for about 53 U.S. households. **If we succeed** in our challenge, **we will reduce WKU's carbon footprint by 414 metric tons**! It takes about 94 acres of pine or fir forest one year to sequester this much carbon. With your help and consideration we can have another successful "Conservation Vacation".

Campus Wide Holiday Energy conservation plan

Effective MONDAY December 21, 2009

> **All campus buildings** except Diddle Arena temperatures will be set back to 60 degrees for the Christmas Break.

IT systems will not be affected and will remain operational over the break. You will still be able to access your email and other information systems during the break "EXCEPT AS NOTED IN THE CHRISTMAS BREAK SYSTEM MAINTENANCE/DOWNTIME SCHEDULE" previously published via email to faculty/staff-all and available at http://www.wku.edu/sysstatus . Additionally, your building will be accessible, if you do come to your office to work, you will simply need to dress appropriately and remember to shut your office down when you leave.

Conservation Actions Requested of Faculty and Staff:

In order to accomplish the goal of reducing the electrical usage to the lowest possible level during the period between 12/18/09 and 1/4/10, faculty and staff are asked to unplug all office equipment and appliances on Friday, December 18th or by December 19th before you leave for the break. **Unplugging** the equipment is preferable to **turning it off** as ***most electronic equipment continues to use power even when turned off***. If however your equipment is plugged into a switched power strip, please shut off the power switch on the power strip.

> **The following are examples of office equipment and appliances that can be turned off or unplugged**

- Printers

- Computers and Monitors **(offices and labs)**

- Copiers

- Radios, TV's and video displays

- **All appliances** to include: refrigerators, microwaves, coffee machines, personal fans and heaters, etc. Please remember to defrost your refrigerators if required, before Friday 12/18. Empty your refrigerators of contents before unplugging.

- **All chargers** and **power supplies** for laptops, cell phones and other equipment need to be unplugged as these devices continue to consume power when plugged in even when they are not connected to the device.

- Please remember to turn off your lights

Manual shutdowns that will be completed by DFM Zone Maintenance Staff:

- Hallway lighting will be reduced to egress lighting levels
- Domestic water heaters will be turned off
- Drinking Fountains will be turned off
- Exhaust Fans will be turned off
- All bathroom and common area lighting will be completely turned off
- All vending machines will be turned off
- Buildings not controlled by the Energy Management Systems will have temperatures manually be set to 60 degrees, where they will remain until the early morning of 1/4/10.

Energy Management controlled buildings:

- HVAC systems will be set to maintain the building temperature at 60 degrees for the entire period.
- Whenever possible air handlers and exhaust fans will be shutdown.
- Buildings that do not have optimal run (restart capabilities) will be scheduled in such a way as to maintain temperatures as close to 60 degrees as possible.

- DFM staff will coordinate the shut down with building coordinators and others to ensure that each building has its own building specific shutdown plan and re-open process.

Last year we achieved our goal of saving 1 million kilowatt hours and over 700 tons of carbon dioxide equivalents:

- That saved enough kilowatt hours to provide electricity for **94** homes for one year.

- We reduced WKU's Greenhouse Gas emissions by 712 metric tons - equal to taking **130** passenger vehicles off the road for one year!