


CAL MARITIME

ACADEMY POLICY MANUAL

Policy Title:	CMA Energy Policy
Policy Number:	AF 04-110
Policy Administrator:	VP of Administration & Finance
Policy Initiator:	Bob Brown, Director of Facilities Management
Authority:	CSU EO 987
Effective Date:	March 2013
Revised Date:	
Approved:	Thomas A. Cropper, President
Approval Signature:	

Purpose: This policy is intended to guide the use of energy on the Cal Maritime campus to reduce energy costs and lessen our impact on the environment.

Scope: This policy applies to all Cal Maritime employees, students and buildings.

Accountability: The Director of Facilities Management is responsible for administering this policy and ensuring compliance.

Policy Statement

It is the policy of The California Maritime Academy to reduce its carbon footprint by reducing energy consumption. The Academy will also maximize funding for energy conservation efforts from Partnership, Capital Renewal and Minor Capital sources, as well as other opportunities.

Principles

Cal Maritime shall incorporate appropriate training programs for Facilities personnel with the aim of promoting and maintaining the goals of this policy. The Academy will effectively use, improve and add capability to our current energy management system. All new construction, remodeling, renovation, and repair projects will be designed with consideration of optimum energy utilization, low life cycle operating costs, and compliance with all applicable energy codes, and regulations. The Academy will take every necessary step to conserve water resources, including such steps as installing controls to optimize irrigation water, reducing water usage in restrooms and showers, and promoting the use of reclaimed water.

Procedures

- Purchased energy resources on Cal Maritime facilities will not be used to heat above 68°F or cool below 78°F. Domestic hot water temperatures will not be set above 115°F. These limits will not apply in areas where other temperature settings are required by law or by specialized needs of equipment or scientific experimentation.
- Portable electric heaters and fans are not to be used in Cal Maritime facilities unless specifically required by occupants due to: medical conditions, failure of the building heating, ventilating or air conditioning systems, or when building heating, ventilating or air conditioning systems cannot be adjusted to achieve minimum comfort levels within the provisions established above. Use of refrigerators for non-instructional purposes should be consistent with good energy management practices, and shall be limited; individual personal refrigerators are not permitted. The Director of Facilities Management may grant exemptions on a case-by-case basis.
- Indoor lighting will be reduced in number and/or wattage, wherever possible. This will be done to provide for the minimum but adequate lighting levels consistent with the needs of instructional programs and state-mandated standards for the efficient and effective use of the space. Existing incandescent lamps for general-purpose lighting will be phased out and future incandescent lamps will not be allowed unless exempted for very limited and specialized tasks by the campus energy/utilities managers. New lighting systems will be in the form of the latest energy saving technology.
- All natural gas fired boilers on the campuses will be tuned at least twice annually and brought up to maximum efficiency unless automated combustion controls are installed. In the case of automatic controls, verification of combustion efficiency shall be conducted routinely or at least monthly for central plant and quarterly for decentralized boilers. A permanent record of these readings will be maintained. Cal Maritime will maintain its energy plant and utilities infrastructure improvements in good working order and will undertake preventive maintenance schedules to maintain the highest possible system efficiencies and, hence, the lowest operating costs.
- Cal Maritime has implemented a utilities charge back system to recover costs of utilities provided to self-supporting and external organizations consistent with our cost allocation plan
- When replacing energy consuming and/or utilities infrastructure equipment, the most cost effective models will be selected. Life cycle costing procedures, instead of first capital cost only, will be utilized as the basis for all future equipment selection. All possible efforts will be made to secure additional funding if required to effect lowest life cycle procurement.
- In the event of a declaration of drought Cal Maritime will cooperate with the state, city, and county governments to the greatest extent possible to effect additional water conservation.

- The Facilities Management department will report our monthly energy use to the Chancellor's Office within 90 days of the close of each month.

Responsibilities

The Director of Facilities Management will be responsible for energy management, sustainability and recycling.