

Energy Management Procedure & Guidance

Purpose

To ensure that LUUs electricity and steam use is managed efficiently and effectively.

Procedure

Each LUU department must follow the Energy Management Guidelines.

Each LUU department must develop a daily lighting and equipment responsibility and holiday shutdown procedures.

The Environmental Manager will conduct energy spot checks to ensure that shutdown procedures are in place and implemented.

All shut down procedures must be reviewed annually by the department manager and Environment Manager.

Guidance

1. Energy Management Guidelines

The Energy Saving Guidelines are actions to take to ensure that your departments' energy use is as efficient as possible. See below.

2. Shut Down Procedures

Lighting and Equipment Responsibility template
Holiday Shutdown Procedure template

3. Energy Spot Checks

Energy Spot Check list

4. Energy Efficiency Guide

The energy efficiency guide provides advice and guidance on the procurement of electrical equipment and how to ensure if energy is efficient

1. Energy Management Guidelines

The Energy Management Guidelines have been designed to help LUU departments work towards the Environment Policy objectives:

“EN1- LUU will implement measures to reduce the energy used to deliver its services”

“EN2 – LUU will work with tenants to reduce the energy used for their operations”

“EN3- LUU will seek alternative and renewable energy supplies where possible”

The Guidelines below give a brief explanation of what LUUs main energy consumption areas are and what we can do to manage them.

Heating

Heating in LUU is provided by steam which is piped around the building via radiators.

The heating is remotely controlled by but the University Energy Team through a Building Energy Management System (BEMS).

Heating is set to between 19 and 21°C, if the temperature in the building drops below 19°C the heating will come on. If the temperature in the building exceeds 21°C the heating will switch off.

Tips to save energy on heating:

- Keep doors and windows closed when heating is on
- Do not switch air conditioning on when the heating is on
- Radiators should be free from obstructions
- Portable electric heating should never be used unless in an emergency situation

If your office is too hot and the heating is on contact the Facilities team

Cooling

Cooling in LUU is provided via numerous air handling and air conditioning units.

These units must be set to a maximum of 24°C to ensure optimum efficiency. Cooling to lower temperatures will waste energy and increase LUUs carbon footprint.

Only use air conditioning if;

- The heating is off, and;
- The room temperature is higher than 24°C even with windows and doors open

When air conditioning is on ensure doors and windows are closed.

Lighting

Ensure that you are utilising all natural light by:

- Keeping windows clear
- Opening blinds/curtains

Use artificial lighting efficiently by ensuring lights are switched off when:

- Not in use/area doesn't need lighting
- Natural light has increased

When purchasing lighting (new bulbs or lamps):

- Ensure they are the most energy efficient available i.e LED, T5 or Gel

Electrical Equipment

Use electrical equipment efficiently by:

- Switching off or using low power modes when not in use
- Switching off when closing down
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When purchasing electrical equipment:

- Ensure they are the most energy efficient available e.g. A+ energy rating or higher

Hot Water

Hot water in LUU is supplied by a number of electrical water heaters as we do not have a conventional gas supply.

Hot water heaters should be:

- Set to heat water to 60°C, any lower and there is risk of legionella, any higher is a waste of energy.
- Timed to switch off when not in use.

3. Energy Management: <insert department> Holiday Shutdown Procedure

To build the holiday shutdown procedure, beginning by listing each area under your responsibility, add the procedure for shutting lighting and equipment down over holiday periods and who is responsible for this.

For office based departments your main procedures will be to ensure computers, lighting printers etc are switch off and unplugged.

For Commercial departments this will be a more comprehensive list of the equipment you have and who is responsible for ensuring it is switched off, unplugged, on a low setting etc.

Area	Lighting Procedure	Equipment Procedure	Responsibility
Add rows as needed			

4. Energy Spot Checks

The Environmental Manager or a representative acting on behalf of the Environmental Manager can undertake a spot check at any date and time without prior notification. Results of the spot check will be discussed with the departmental Manager.

Date:	
Time:	
Department:	
Areas Checked:	

Heating			
Question	Y/N	N/A	Comments
Was the heating on?			
Were windows and door closed?			
Was air conditioning turned off?			
Were radiators clear from obstructions?			
What was the room temperature at the time of spot check?	XX°C		
Any obvious problem with room temperature?			
Are there any areas for improvement?			
Cooling (Air Conditioning and Air Handling Units)			
Question	Y/N	N/A	Comments
Is the air conditioning/AHU on?			
Is the air conditioning/AHU set to no lower than 24°C?			
Are windows and door closed?			
Has the air conditioning/AHU been left on unnecessarily?			
Are there and areas for improvement?			

Lighting			
Question	Y/N	N/A	Comments
Has any lighting been left on unnecessarily?			
Are windows clear with curtains/blinds open?			
Is lighting energy efficient			
Are there any areas for improvement?			
Electrical Equipment			
Question	Y/N	N/A	Comments
Has any equipment been left on unnecessarily?			
Is equipment on a timer?			
Are fridge's/freezers set to most efficient temperatures?			
Have any energy efficiency measures been put in place? (e.g. Sava Plugs, energy monitors)			
Are there any areas for improvement?			
Hot Water			
Question	Y/N	N/A	Comments
Is the hot water heater set to 60°C?			
Is the water heater on a timer?			
Are there any areas for improvement?			