

Subject: Building Temperature Regulations and Energy Conservation Measures
Number: 705
Issued by: Director of Facilities and Planning
Date: October 15, 2003

1. To conserve energy resources, all buildings on the USC Beaufort Campus will be in compliance with the following regulations:

Thermostats will be set no lower than 72 degrees F for cooling, no higher than 68 degrees F for heating.

- a. When a building is to be unoccupied for 8 or more hours, the HVAC system is to be shut down during summer, except where there are special equipment requirements, and temperature control devices for winter set at 55 degrees F.
- b. The use of auxiliary heating devices (e.g., portable electric heaters or heat lamps) must be cleared by the Director of Maintenance before use. Small circulating fans are allowed.

2. Some other energy conservation measures that also need to be followed are:

All exterior doors are to be kept closed. Open doors result in loss of air conditioning in summer and heat in winter.

- a. Lights in all spaces (classrooms, offices, storage areas, etc.) must be turned off when not occupied.
- b. Turn off computers and peripheral equipment if not being used (including screen savers).
- c. For all spaces with easterly, southerly, or westerly exposure, during hot weather, should close blinds, drapes, etc. if available.

Any problem regarding cooling or heating should be referred immediately to Operations.