



New York Medical College Policy and Procedure Manual

Section: FACILITIES MANAGEMENT	No.: FM.105
	Date: April 7, 2005
Subject: ENERGY CONSERVATION	Page 1 of 2
	Supersedes:

I. PURPOSE

To establish guidelines for the conservation of energy.

II. SCOPE

This policy applies to all College faculty, staff and students.

III. DEFINITION

Energy conservation - Deliberate action(s) taken to reduce the consumption of electricity, fuel oil, gas or water.

IV. POLICY

It is the policy of New York Medical College to take all reasonable steps to conserve energy resources.

V. PROCEDURE

- A. Occupants of College facilities shall attempt to conserve energy resources by avoiding unnecessary use of lighting, heat, air-conditioning, etc.
- B. The Facilities Management Department shall actively pursue programs/methods of operation that will lead to a reduction in energy resource consumption.
- C. The Maintenance Management staff shall monitor the operation of all energy consuming systems to ensure that they are operating only to the extent necessitated by College operations and applicable codes.

VI. RESPONSIBILITY

- A. All College Users of Energy Resources:

Issued By:	Approved By:
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1. Ensure that energy resources are utilized in the least wasteful manner possible, including shutting off unnecessary lights, etc.
- B. Housekeeping Staff**
1. Ensure that all lights are off when they complete their work in an area.
- C. Security Department**
1. Ensure that windows are closed and heating/cooling units turned off during non-occupancy periods when making security tours.
- D. Maintenance Management Department**
1. Ensure that seasonal heating and cooling standards are maintained.
- E. Facilities Management Department**
1. Provide advice and guidance with respect to the interpretation and administration of this policy.