

Energy Code of Practice

Cranfield University

Cranfield University has a mission “to create and transform world class technology, management and science into viable, practical, environmentally desirable solutions that enhance economic development and the quality of life”. This applies as much to our operation as our output. The University has a target to reduce its own carbon emissions by 50% over a five year period to 2013.

Energy costs are rising and have a significant impact on revenues. Good housekeeping measures to reduce energy use can make savings of 20% or more. With an energy bill over £3 million, these savings are well worthwhile. By everyone working together to manage energy better, we can improve our financial performance and provide more substance to our mission.

1.0 Temperatures

1.1 Space temperatures

Heating or cooling more than necessary can be very wasteful of energy. A one degree difference in temperature can use 10% more energy. Comfortable temperature levels for offices, residences, meeting rooms and lecture rooms can be achieved within the range 19 °C to 25 °C. In workshops, lower temperatures may be more appropriate.

1.1.1 Heating

The University will aim to maintain room temperatures of 19 °C for offices, meeting rooms and lecture rooms, when the outside temperature is lower and when they are in use. There will also be an aim to maintain temperatures of 19 °C in residences, although lower set back temperatures may be used at night where this improves comfort.

1.1.2 Cooling

Where comfort cooling is installed, a room temperature of 25 °C will be aimed for when outside temperatures are higher. Staff requiring temperatures, which need higher energy consumption than the temperatures specified, will need to justify this requirement to the appropriate manager, who will seek approval from the Energy Manager.

Temperatures in workshops, laboratories and IT server rooms will be determined on a case by case basis by responsible managers and agreed by the Energy Manager.

1.2 Hot water temperatures

Hot water temperatures will be set to ensure energy is saved while not compromising safety measures to guard against Legionella and scalding.

2.0 Sensible management of conditioned space

There are a number of measures, which will help to reduce energy use in a room:

- windows should not be opened when a space is being actively heated or cooled
- the same space should not be heated and cooled at the same time (unless necessary for controlling specific laboratory conditions)
- try to avoid draughts by appropriate use of semi-automatic (or power assisted) doors. These doors shut more quickly when operated manually
- turn radiator thermostats down if a room is not being used or temperatures are too high.

3.0 Electric heaters

These are expensive in use and produce high carbon emissions, therefore electrical heaters shall not be used in any University premises except where they:

- are installed as part of a fixed heating system
- their use is agreed by the relevant facilities or responsible manager in order to maintain safe environmental temperatures.

4.0 Electrical equipment

Turn equipment off when not in use, or put it in hibernate or standby mode. This includes computers, desk lamps, printers, photocopiers. It also includes laboratory and workshop equipment. Take care with laboratory equipment, which will be damaged if switched off, or experiments adversely affected. It may be helpful to label equipment, which is required to be left on for long periods, and to include a contact name if responsibility for its use is unclear.

To determine whether equipment such as PCs should be switched off or put on standby, an assessment should be made of the relative energy saving, the length of time the device is likely to be off and the inconvenience of any boot up period. It is probably best in most circumstances to put your PC in hibernate mode when away from your desk for lunch or meetings but to turn it off at the end of the day.

To ensure that equipment is turned off when not being used, make use of automatic shut down settings or use external timers to switch equipment off out of normal working hours.

Procedures should be in place to identify who is responsible for switching off equipment when leaving a lecture/meeting room.

5.0 Lighting

Lighting is provided for safe and effective working. When lighting is not being used it shall be switched off, except where it is required for emergency access/exit ways.

6.0 Buildings

Display Energy Certificates (DEC) will be available for every building over 1,000 m² and frequently visited by the public. Energy Performance Certificates (EPC) will be provided for all buildings upon construction, sale or rent in accordance with the legislation.

Regular reports will be provided on the intranet highlighting the energy use of the main buildings on site. Look at the energy use of the buildings, which you use and help to keep it low.

7.0 Procurement

Equipment purchased by the University should have the highest energy ratings where ratings are available. If less efficient energy equipment is to be purchased this should be justified on a whole life-cost basis.

Further information

The intranet page on energy can be found at: <https://intranet.cranfield.ac.uk/PUI/cranfieldgreen>

Contacts

Report faulty heating and ventilation equipment to your facilities manager.

For information on energy efficiency contact: Gareth Ellis, Energy Manager, on 01234 750111 extn: 5333 or email: r.g.ellis@cranfield.ac.uk