

VIRGINIA MILITARY INSTITUTE  
Lexington, Virginia

GENERAL ORDER)  
NUMBER 41)

14 September 2021

**Energy Conservation Policy**

**1. PURPOSE**

- A. Executive Order 31, October 2014, and its predecessors directed all state agencies and institutions to take the lead in adopting practices and policies that maximize efficiency and conservation and minimize waste and the impact of operations on the environment.
- B. Executive Order 43, September 2019, further specifically directed that state agencies reduce electricity consumption by 10% by 2022, using 2006 as a baseline.

2. **RESPONSIBILITIES:** Careful stewardship of all the resources entrusted to the Institute is a primary mission of Physical Plant, but all members of the VMI community play a critical role. To meet the continuing goal of energy and expense reduction, the Physical Plant's Energy Manager will continue to develop and administer energy conservation initiatives throughout Post.

3. **ACTIONS:** A successful energy conservation program requires efficient and consistent conservation practices by all members of the Institute community and careful monitoring of energy consumption. It is directed that the practices listed below be used to guide the Institute's Energy Conservation Program.

**A. Daily Facility Operations**

- 1. Consistent with maintenance of comfortable environments in classrooms and faculty and staff offices, all heating thermostats at VMI, except the hospital and faculty housing, should be set as close as possible to 68° in the heating season and 78° in the cooling season. User-adjustable thermostats will have a narrow band of adjustment to comply with this standard.
- 2. The personal use of portable heaters is prohibited. If an area is not properly heated, the occupant should contact Physical Plant to investigate and resolve the problem. Portable heaters are also a potential fire hazard.
- 3. The Physical Plant HVAC Operations Center will monitor building systems for operating parameters and general energy performance.

**B. Holidays, Furloughs, and Extended Breaks**

- 1. All unoccupied buildings and spaces will have their temperature reduced to a maintenance level, 50° - 55° in the heating season and 85° - 90° in the cooling season.
- 2. Special provisions will be made to support critical programs that must remain in operation during these times.
- 3. Physical Plant will restore all facilities to their proper temperatures as normal operations are resumed.

**C. Water Conservation**

1. Water at all cadet shower heads/sink faucets will be set to 115° for personal hygiene purposes. Low-flow shower heads and toilets will be installed.
2. Where possible, water at the faucet in all academic buildings (including custodian areas) will be set at the minimum temperature required by the State for proper hygiene and cleaning (100° - 105°).
3. To conserve water loss through evaporation, outdoor sprinkling will be limited to the early morning hours and not during periods of natural rainfall.

**D. Faculty, Staff, and Cadet Responsibilities**

1. Stay energy conscious at all times. Continuously look around your environment and recognize ways to conserve energy, e.g., turn off lights and equipment and close doors, windows, and blinds when leaving rooms and buildings.
2. Report leaking faucets, toilets, and urinals to Physical Plant.
3. Keep windows and doors closed during the heating and cooling season.
4. Departments should close all windows in their area before they leave for the day. Sealed windows in renovated buildings should not be opened.
5. On weekends and at night, all authorized window air conditioners and the maximum number of lights should be turned off.
6. Officers-in-Charge and the VMI Police should include these items as they make their nightly rounds.
7. Refrain from printing items that do not need to be printed- emails, PDFs, etc. are all more economical means of storing or exchanging information and reduce both the energy and consumables expense of excess printing.
8. In accordance with Commonwealth requirements, all departments and agencies must purchase or lease only Energy Star rated appliances and equipment for all classifications for which an Energy Star designation is available.
9. Support Institute energy initiatives, such as Demand Response, when scheduled and executed. Ensure Physical Plant and the CEM are informed of any operational constraints that will impact participation in such initiatives, and any programs or activities which would be impacted by these initiatives.
10. Advise the Physical Plant and the CEM of new initiatives, projects, or equipment which will be tied into the Post's infrastructure and require utility support.

**E. Post Housing Occupants**

1. Turn off exterior lighting during daylight hours.
2. When at home, turn off all interior lights and equipment when not in use.
3. Make sure all lights are turned off when leaving house. Use timers on lights and notify VMI Police if you are away for an extended period, and adjust the thermostat to reflect the house's unoccupied status.
4. Report leaking faucets, shower fixtures, and running toilets to Physical Plant.
5. Do not run heating system and open doors and windows to cool in the winter or run cooling system and open doors and windows in the summer to warm.

**F. Vehicle Use**

1. Review all travel requirements. Reduce State vehicle use to meet mission needs.

2. Coordinate with other Institute agencies/departments to consolidate travel by car pooling if possible.
3. Follow instructions provided with fuel cards when refueling. Use low octane fuel and do not overfill the tank.

**G. How to Report Problems and Get Information**

1. All energy conservation problems should be submitted to the Physical Plant Customer Service Desk, by email (Physical Plant Help) or by phone (ext. 7357).

FOR THE SUPERINTENDENT:

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DIST: E, Cadets

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