

Policy #	AD-300	Revision #	1
Accessibility level	A	Effective date	27 April 2015

1. Introduction

This policy aims at establishing the means of reducing energy consumption and reducing the risk of power outage.

2. Definitions

2.1. **University Administration:** Chancellor or Vice Chancellor

2.2. **The Unit:** Facilities Management Unit

3. Policy

3.1. Energy conservation is achieved through:

- A) Coordinating with the Registrar to plan the effective use of halls.
- B) Replacing traditional lighting with energy saving lamps.
- C) Reducing night lighting to the lowest possible level without interfering with the operations of university security and public safety personnel.
- D) Using sensors to rationalize consumption in areas, such as corridors and toilets.
- E) Educating university employees about the negative effects of wasteful consumption of energy and water.
- F) Determining the operating times, periods, and temperatures of the air conditioning and heating systems, adhering to what is specified, and using timers to control the devices automatically
- G) Carrying out weekly trial runs of the auxiliary power generator and ensures that the approved contractor performs the necessary maintenance and periodic checks to ensure the generator's readiness when necessary, and keeps logs of these runs and service in the generator room.

3.2. In the event of a power outage, the Unit performs the following tasks:

- A) Respond to power outages to determine the causes of the outage and deal with it immediately.
- B) Notify the IT Dept. to monitor the work of the UPS batteries to ensure that power at the data center does not get interrupted.

3.3. Notify the university at least 24 hours prior to cutting off power to carry out maintenance work.