



CALIFORNIA MARITIME ACADEMY

ACADEMIC POLICY MANUAL

Policy Title:	CMA Energy
Policy Number:	AF 04 10
Policy Administrator:	VP of Administration & Finance
Policy Initiator:	Bob Brown, Director of Facilities Management
Authority:	CSU 10987
Effective Date:	March 2013
Revised Date:	
Approved:	Thomas A. C... President
Approval Signature:	

Purpose: This policy is intended to provide the Academy with energy on the Cal Maritime campus to reduce energy costs and lessen our impact on the environment.

Scope: This policy applies to all Cal Maritime employees, students and buildings.

Accountability: The Director of Facilities Management is responsible for administering this policy and ensuring compliance.

Policy Statement

It is the policy of The California Maritime Academy to reduce its carbon footprint by reducing energy consumption. The Academy will also maximize energy conservation efforts from Partnership, Capital Renewal and Minor Capital sources, as well as other opportunities.

Principles

Cal Maritime shall incorporate appropriate training program for personnel with the aim of promoting and maintaining the goals of this policy. The Academy will effectively use, improve and add capability to our current energy management system. All new construction, including renovation, and repair projects will be designed with consideration of minimum energy utilization, life cycle generating costs, and compliance with all applicable energy codes and regulations. The Academy will take every necessary step to conserve water resources, including such steps as installing controls to optimize irrigation water, reducing water usage in restrooms and showers, and promoting the use of reclaimed water.

Procedures

Purchased energy resources of Cal Maritime facilities will not be used to heat above 68°F or cool below 78°F. Domestic hot water temperature will not be set above 115°F. These limits will not apply in areas where other temperature settings are required by law or specialized needs of equipment or scientific experimentation.

Portable electric heaters and fans are not to be used at Maritime facilities unless specifically required by occupants due to medical conditions, failure of heating, ventilating and air conditioning systems, or when building heating, ventilating or air conditioning systems cannot be adjusted to achieve minimum comfort levels within the provisions established in the provisions established for non-instructional purposes should be consistent with good energy management practice and shall be limited; individual personal refrigerators are not permitted. The Director of Facilities Management may grant exemptions on a case-by-case basis.

Indoor lighting will be reduced in number and/or wattage where possible. This will be done to provide for the minimum but adequate lighting level which the needs of instructional programs and state-mandated standards for the effective use of the space. Existing incandescent lamps or general-purpose lighting will be replaced with energy-efficient lamps. Existing fluorescent lamps will not be allowed unless exempted for very limited applications by the campus energy/utilities managers. New lighting systems will be in the form of compact fluorescent lamps (CFL) or LED.

All natural gas fired boilers on the campuses will be maintained at maximum efficiency, unless automatic combustion controls, verification of combustion efficiency shall be conducted routinely or at least monthly for central plant and quarterly for decentralized boiler systems. A permanent record of these readings will be maintained. Cal Maritime will maintain its energy plant infrastructure in good working order and will undertake preventive maintenance schedules to maintain the highest possible system efficiencies and, hence, the lowest energy consumption.

Cal Maritime has implemented a utilities charge back program to support and external organizations consistent with the cost allocation plan. When replacing energy consuming and/or utilities equipment, the most cost effective models will be selected. Life cycle costing procedures will be used to determine the most cost effective equipment. Life cycle costing procedures will be utilized as the basis for all future equipment selection. All possible efforts will be made to secure additional funding if required to effectively implement life cycle procurement.

In the event of a declaration of drought by California, Cal Maritime will cooperate with the state, city, and county governments to the greatest extent possible to effectively conserve water.

- The Facilities Management department will report our monthly energy use to the Chancellor's Office within 90 days of the close of each month.

Responsibilities

The Director of Facilities Management will be responsible for energy management, sustainability and recycling.