GUIDELINE

If any implementation targets are not being met, investigate the situation and work with the individuals involved in the relevant area to achieve better progress towards targets;
In collaboration with the Campus Sustainability Office, review Targets and Standard Operating Procedures at least every 3 years and recommend changes to the VP Finance & Administration.

The Campus Sustainability Office shall:
Receive and file quarterly performance data from Facilities and collate the data for annual reporting purposes;
In collaboration with Physical Plant, review Targets and Standard Operating Procedures at least every 3 years and recommend changes to the VP Finance & Administration;
Incorporate training related to these guidelines into applicable staff outreach programs and events.

iv. Standard Operating Procedures and Implementation Strategies

HEATING, COOLING & VENTILATION STANDARDS

Lighting should be light emitting diode technology (LED) where practical;
Occupancy sensors and lighting control systems to be installed where practical;
Building occupants are expected to turn off lighting when leaving a room unoccupied;

INFORMATION TECHNOLOGY

Technology Solutions Centre (TSC) shall maximize opportunities for server virtualization;
Computers shall have power settings adjusted for maximum energy savings;
- o   Monitor and CPU set to enter Sleep mode after 15 minutes of inactivity;
- o   Monitor and CPU set to enter Hibernation mode after 60 minutes of inactivity;
- o   Ancillary equipment such as scanners shall be turned off when not in use
Server rooms and data closets will have a targeted cooling setpoint of 24°C;

KITCHEN EQUIPMENT

Cooking appliances shall be switched off when not in use;
Dedicated kitchen ventilation equipment shall be turned off when not in use, technology to control ventilation demand (ex: infrared controls) will be installed where practical;
Equipment to be Energy Star or equivalent rating system where possible.

v. Performance Measurement and Schedule for Reassessment