



Institutional Handbook of Operating Procedures Policy 8.03.01	
Section: Policies	Responsible Vice President: EVP & Chief Financial Officer
Subject 8.3: Facilities	Responsible Entity: BOF

I. Title

Resource Conservation Policy

II. Policy

The University of Texas Medical Branch is committed to efficient energy management, environmental excellence, and resource conservation. As recommended by the UT System Policy on Sustainable Practices, all UTMB buildings and facilities will be operated by all employees, contract personnel, students, and volunteers in an energy efficient manner while maintaining the quality of patient care, education, and research.

UTMB's Business Operations and Facilities (BOF) Utilities department will maintain a [Resource Conservation Guidelines](#) to guide supervisors and employees and set expectations of energy management, recycling, environmental awareness, and resource conservation.

Implementation, education, and enforcement of this policy is the responsibility of each department/program. BOF-Utilities is available to assist in this effort and provide educational as well as performance information.

All employees, contract personnel, students, and volunteers are expected to assist the institution in its conservation and recycling efforts.

Supervisors are responsible for ensuring compliance in their work areas. BOF-Utilities will continually measure the effectiveness of this policy and report the results to entity leaders.

III. Procedures

Building workspace temperatures will be allowed to fluctuate between 72 -76 degrees in cooling season and 68-72 degrees in heating season. UTMB entity leaders will approve exceptions to the above space operating conditions.

Where possible, air conditioning and heating equipment will be set back during evenings, weekends, and holidays, for varying periods, except where it would adversely affect occupied or critical space requiring specific climate control. Supervisors are responsible to ensure that this is performed. Entity leaders will approve exceptions and agree to fund any accompanying increased utility utilization.

UTMB employees must following the following resource conservation requirements:

- non-university portable electric heaters are strictly prohibited (see IHOP Policy, 8.01.19 Portable Heating and Cooking Devices). Employees are expected to dress for comfort within their work environment, and in accordance with [institutional](#) and departmental dress code policies.

IHOP 8.3.1 Resource Conservation Policy

- personal workspace equipment (i.e. computers, printers[excluding network printer], radios, fans, etc) should not be turned on until needed.
- all personal workspace equipment should be turned off when unattended (i.e. at the end of the day and during lunch hours).
- all lights that are not required for security purposes should be turned off when the space is unoccupied.
- energy efficient office equipment should be purchased whenever possible.

IV. Contact Information

Conservation calls and questions should be directed to (409) 772-3568

Calls regarding temperature issues should go to 409-772-4040.

V. Relevant System Policies and Procedures

[UT System Policy on Sustainable Practices](#)

VI. Related UTMB Policies and Procedures

[IHOP 8.01.19 Portable Heating and Cooking Devices](#)

[UTMB Resource Conservation Policy Guidelines](#)

VII. Dates Approved or Amended

<i>Originated:</i> 04/10/2006	
<i>Reviewed with Changes</i>	<i>Reviewed without Changes</i>
07/02/2009	
02/27/2025	

VIII. Contact Information

Business Operations & Facilities, Utilities Sustainability (409) 772-3568