

**UTMB HANDBOOK OF OPERATING PROCEDURES**

|                     |                                     |  |
|---------------------|-------------------------------------|--|
| Section 8           | Policies                            | 04/10/06 -Originated                                   |
| Subject 8.3         | Facilities                          | 07/02/09 -Reviewed w/ changes<br>-Reviewed w/o changes |
| <b>Policy 8.3.1</b> | <b>Resource Conservation Policy</b> | FOAM -Author   |

## Resource Conservation Policy

### Policy

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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 Facilities Operations and Management (FOAM) 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. FOAM is available to assist in this effort and provide educational as well as performance information. FOAM has an [interdisciplinary committee, comprised of Academic, Research, Healthcare, Business and Student representatives to review, implement and communicate recommendations](#) for better stewardship of sustainable practices and initiatives.

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. FOAM will continually measure the effectiveness of this policy, and report the results to entity leaders.

### Procedures

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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.

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**Procedures,  
continued**

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- non-university portable electric heaters are strictly prohibited (see IHOP Policy, 8.1.19 Space Heaters Policy). Employees are expected to dress for comfort within their work environment, and in accordance with [institutional](#) and departmental dress code policies.
  
  - 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.

**Contact  
Information**

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Conservation calls and questions should be directed to dial **“POWER”**, ext. 76937.

Calls regarding temperature issues should go to ext. 21586.

**References**

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UT System [Policy](#) on [Sustainable](#) Practices

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