

THE CHINESE UNIVERSITY OF HONG KONG

Social Responsibility and Sustainable Development Office

Energy Conservation Guidelines

In pursuance of this commitment, the University has adopted the following guidelines for energy conservation:

- (a) Each department shall nominate at least one staff member to serve as Energy Warden as part of his/her administrative duties. The Energy Warden shall report directly to the department head (or a senior officer assigned by the department head) and help the department head to discharge his/her duties in the implementation of energy conservation measures. For sizable office, the department head can nominate more than one Energy Warden as s/he deems appropriate.
- (b) Each department shall endeavour to eliminate energy wastage by reviewing energy operations and practices regularly with the assistance of its Energy Warden(s) and in consultation with the Estates Management Office (EMO) and where appropriate, the Campus Development Office (CDO), and take appropriate actions accordingly.
- (c) For selected buildings, working groups on building energy conservation with Energy Wardens and/or user representatives will be organized by EMO to implement energy conservation measures listed in these Guidelines and formulate energy saving plans in the individual building concerned. The University will support and monitor the enhanced operations for the users to achieve the goal.
- (d) The CDO and the EMO shall ensure that designs for new buildings and major refurbishments of existing buildings must meet the latest energy codes and requirements. Designs should include measures to reduce energy consumption in order to meet the University's energy reduction target.
- (e) Departments shall furnish the necessary data as and when requested by the University for benchmarking of energy performance for regular review and improvement.
- (f) With the support of EMO and/or CDO as and if needed, departments shall implement energy conscious operations in their buildings, including but not limited to the following:
 - (i) Adopt energy saving practices with the inputs and support of Energy Wardens in the building.
 - (ii) Set air conditioning temperature control between $25.5^{\circ}\text{C}\pm 2^{\circ}\text{C}$ in summer for working area, and $27^{\circ}\text{C}\pm 2^{\circ}\text{C}$ in summer for communal areas.
 - (iii) Air conditioning at all communal areas should be turned off after normal office hours unless there are special functions for which application shall be made to EMO in advance via the Energy Warden concerned.
 - (iv) Where practicable, staff and students are encouraged to open windows for free air cooling, and switch off air conditioning when outdoor ambient temperature is below 20°C .
 - (v) Staff and students shall avoid using air conditioning and portable heater at

- the same time.
- (vi) To match with the requirement for a higher temperature setting in summer, the rating of air conditioning units is recommended to downgrade suitably where appropriate and feasible when new installation, replacement or retrofit is done. Ventilating fans are also recommended as effective supplement to achieve adequate comfort level.
 - (vii) Unless there are custodians assigned and agreed with Energy Wardens, lightings in all communal areas, offices, function rooms and classrooms will be operated by motion/occupancy sensors with the pre-set cut off time of 10 minutes without motion/occupancy.
 - (viii) Staff and student users shall book classrooms, lecture theatres, function rooms, etc., according to the number of participants.
 - (ix) Staff and students are advised to enable the automatic switch-off programme on personal computers and to turn off unused equipment, especially before weekends and long holidays.
 - (x) Building occupants are encouraged to dress appropriately for the season to minimize the need for cooling or heating.
 - (xi) For communal areas endowed with daylight, no artificial lighting shall be used until illumination goes below 50 lux or where public safety will be compromised without artificial lighting.
 - (xii) T5 fluorescent lighting shall be replaced by LED during renovation for areas with false ceiling lower than 3 meters.
 - (xiii) The standard for task lighting will be 300 lux to 500 lux whilst ambient lighting at communal areas should be kept at 50 lux to 100 lux for corridors and 50 lux to 150 lux for lobbies.
 - (xiv) Energy efficient products, for example appliances with Energy Label Class 1 and/or other approved codes, shall be purchased whenever possible.
 - (xv) Bookings of classroom/lecture theatre on Sundays and public holidays should be confined to Yasumoto International Academic Park (YIA) as far as possible in order to reduce energy wastage arising from inefficient operation of central air conditioning (A/C) system.
- (g) Departments are expected to actively participate in the Green Office Programme, in particular in energy audits and implementation of effective and efficient conservation measures coordinated through the Energy Wardens or user representatives and project coordinators from EMO.

First issued in 2003
Last updated in December 2015