

THE CHINESE UNIVERSITY OF HONG KONG

Committee on Social Responsibility and Sustainable Development

Energy Efficiency and Conservation Guidelines

Preamble

The Energy Efficiency and Conservation Guidelines are provided to inform all university members of the details and requirements of the University's Energy Efficiency and Conservation Policy:

'The Chinese University of Hong Kong (CUHK), as a socially responsible institution, seeks to ensure that all its activities use energy responsibly. While continuing to provide a congenial environment for teaching, learning and scholastic activities, the University strives constantly to use energy more efficiently and to reduce energy consumption. By setting a good example of energy conservation education and management, it also seeks to raise awareness of the importance of energy conservation among staff and students.'

Implementation and Compliance

This set of guidelines is developed in consultation with the relevant professional and administrative service units and maintained by the Social Responsibility and Sustainable Development Office. All university members are required to comply with the guidelines set forth below.

1. Each university unit shall nominate at least one staff member to serve as the Energy Warden as part of their administrative duties. The Energy Warden shall report directly to the unit head (or a senior officer assigned by the unit head) and help the unit head to pursue the implementation of energy conservation measures. For sizable units, the unit head can nominate more than one Energy Warden if deemed appropriate.
2. Each unit 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).
3. With the support of EMO (and, if appropriate, CDO), units shall implement energy conscious operations in their buildings. They should be particularly careful to ensure that the following requirements are observed.

Responsibility of unit heads and Energy Wardens

- (a) Energy saving practices should be adopted with the inputs and support of the Energy Wardens in the building.

- (b) Air conditioning should be turned off in all communal areas after normal office hours unless there are special functions for which applications should be made to EMO in advance via the Energy Warden concerned.
- (c) Air conditioning room temperature should be set at 24–26°C in summer.
- (d) In accordance with (c) above, the rating of air conditioning units should be downgraded where feasible when new installation, replacement or retrofitting is done. Ventilating fans are also recommended as an effective way of achieving an adequate comfort level.
- (e) Unless custodians have been assigned with the agreement of the Energy Wardens concerned, lighting in all communal areas, offices, function rooms and classrooms will be operated by motion/occupancy sensors with a pre-set cut off time of 10 minutes without motion/occupancy.
- (f) For communal areas endowed with daylight, no artificial lighting should be used until illumination falls below 50 lux or where public safety would be compromised without artificial lighting.
- (g) The standard for task lighting should be 300 lux to 500 lux. Ambient lighting in communal areas should be kept at 50 lux to 100 lux for corridors and 50 lux to 150 lux for lobbies.
- (h) T5 fluorescent lighting should be replaced by LED during renovation for areas with false ceilings lower than 3 meters.
- (i) Energy efficient products (e.g., appliances with the Energy Label Class 1 or other approved codes) should be purchased whenever possible. (Please refer to the [Sustainable Procurement Guidelines](#) for details.)

Responsibility of all university members

- (j) Staff and students should, where practicable, open windows for free air cooling and switch off air conditioning when the outdoor ambient temperature is below 20°C.
- (k) Staff and students are discouraged from using air conditioning and portable heaters at the same time.
- (l) Staff and students are encouraged to dress appropriately for the season to minimize the need for cooling or heating.
- (m) 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.

- (n) Staff and students should book classrooms, lecture theatres and function rooms according to the number of participants.
 - (o) Bookings of classrooms and lecture theatres 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 the inefficient operation of the central air conditioning system in multiple buildings.
4. For selected buildings, working groups on building energy conservation with the Energy Wardens and/or user representatives will be organized by EMO to implement energy conservation measures listed above and formulate energy saving plans for the individual buildings concerned.
 5. Units shall furnish the necessary data to enable the University to benchmark energy performance for regular review and improvement.
 6. Units 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.
 7. CDO and EMO shall ensure that designs for new buildings and major refurbishments of existing buildings 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.

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