



## Green Campus Portfolio Project Cover Sheet

### Office Energy Audits

<u>Component</u>	<u>Detail</u>
<b>Brief Project Description &amp; Objectives</b>	Energy auditing practices, followed up with the implementation of energy efficiency measures, can generate quantifiable energy and cost savings for campus offices. GCP teams conduct outreach to recruit offices, conduct the energy audit, generate reports with recommendations, present the reports to office staff, install or initiate energy efficiency measures, present offices with certificate of participation, and return for a follow-up audit to ensure energy savings are taking place. Office areas to consider include administrative offices, academic and departmental offices, and student centers. You may eventually want to move away from offices and audit libraries, classrooms, or cafeterias. Energy efficiency measures can include zero cost options (maximizing natural daylight versus overhead lights, activating computer sleep functions, turning off the computer/printer/fax power strips overnight, etc.), low cost options (power-strips, CFLs and timers) or even higher cost options (e.g., a new ENERGY STAR refrigerator).
<b>Key Campus/Partner Stakeholders</b>	<ul style="list-style-type: none"> <li>○ Department heads</li> <li>○ Office managers/secretaries</li> <li>○ Energy Manager/Facilities Director</li> <li>○ School newspaper and other media outlets</li> </ul>
<b>Project Time Frame</b>	The following process may take 1 – 3 months: 1) publicize and recruit offices for the audit; (2) meet with office manager/secretary to schedule the audit; (3) conduct the initial walk-through audit. Install watt meters on cycling equipment (e.g., refrigerators and photocopiers) and interview staff on hours of operation and behavior; (4) return if needed to collect the watt meters; (5) analyze data using spreadsheets; (6) research and formulate recommendations; (7) receive approval from office to purchase energy efficiency measures (e.g., power-strips, ENERGY STAR refrigerator) on their behalf and/or submit work order to Facilities for installation of equipment (e.g., hard-





	<p>wiring motion sensors) and/or instate energy conservation measures (e.g., setting sleep modes on computers and photocopiers); (8) complete written report and prepare a certificate; (9) notify campus newspaper to do story on the audit; 10) present report and certificate to office staff (take photos) and install or instate measures (this can include switch plate reminders or signage); (11) schedule and return to do a follow-up audit after measures are in place and compare and report on results, and 12) share results with Energy Manager or other interested parties</p>
<p><b>Measuring Project Success</b></p>	<p>Success will be measured by the following:</p> <ul style="list-style-type: none"> <li>• Generating awareness, interest and support in the office audits across the campus</li> <li>• Generating quantifiable and long-term savings for offices</li> <li>• Gaining publicity for the effort</li> </ul>
<p><b>Project Budgeting</b></p>	<ul style="list-style-type: none"> <li>• A standard energy auditing toolkit (watt meters, light meter, HOBO® data-loggers, flicker checker, etc) can cost \$250 – 500. However, you could do this project with just a watt meter (\$50 – 150 depending on the model). The other tools come in handy but are not essential.</li> <li>• Expect \$25 – 40 for printing fees for office certificates</li> <li>• Some energy efficiency measures (e.g., setting sleep modes on computers) are FREE, but you may also want to purchase and install low-cost measures (e.g., power-strips) and higher-cost measures (e.g., ENERGY STAR LCD computer monitor). Budget accordingly and take advantage of utility rebates whenever possible.</li> </ul>
<p><b>Project Tools &amp; Resources</b></p>	<ul style="list-style-type: none"> <li>• Review documents in Core Portfolio Projects folder on Project Spaces</li> <li>• HSU Green Campus energy audits folder on Project Spaces</li> </ul>
<p><b>Green Campus Contacts/Resources</b></p>	<p><b>Green Campus HSU</b>          Jeff Steuben          HSU Green Campus Coordinator</p>



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<p><b>Potential Project Challenges</b></p>	<ul style="list-style-type: none"> <li>○ Some offices may have hardwired fixtures or equipment that not in the control of the office occupants.</li> <li>○ You may need to make multiple trips to the office in order to gather all required information.</li> <li>○ You may need to leave watt meters on office equipment for up to a week to get accurate consumption data.</li> <li>○ You may need to audit offices at odd times (e.g., early in the morning) to meet the needs of the office staff</li> </ul>
<p><b>Miscellaneous</b></p>	<p>Have fun!</p>