

HEALTH SCIENCE CENTER HANDBOOK OF OPERATING PROCEDURES

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|---------------------|-----------------------|-----------------|-----------------------------------------|
| Chapter 9 | Facilities | Effective: | June 2000 |
| Section 9.2 | University Facilities | Revised: | January 2009 |
| Policy 9.2.4 | Utilities | Responsibility: | Assistant Vice President for Facilities |

UTILITIES

Responsibilities

The Utilities Division is responsible for the water, gas, electric, vacuum, sewer, and steam systems; water treatment equipment purchase and installation; and for operating the heating, ventilation, air conditioning, and temperature control systems throughout the buildings. Any problem with these utility systems or air conditioning within an area should be reported to this Division. This Division is also responsible for energy conservation.

Temperature Settings

Using the most efficient means of energy, it is the administrative policy to provide and maintain an acceptable environment compatible with the goals and missions of the Health Science Center. The normal temperature setting for all areas is 75° F during routine hours. This is subject to adjustment to meet special requirements upon the request by the department Chair and review by Facilities Management.

In order to conserve energy, to keep the range of temperature within appropriate standards, and to reduce fire hazards, no portable electric heaters may be used. Only permanently installed, or otherwise approved, supplemental heating is allowed. Persons who need supplemental heat should contact Facilities Management for investigation of that need. If additional heat is needed and cannot be supplied by adjustments in the usual heating system, supplemental heating should be supplied in the form of permanently installed heaters or other approved units.

Requests for Changes in Temperature

The Utilities Division has developed a schedule for air conditioning and heating of the various portions of the Health Science Center to conserve energy during non-routine working hours. Exceptions to this schedule will be made automatically for events which are scheduled through the Office of Student Services or announced through the Office of External Affairs. Any other requests must be made in advance to the Utilities Division of Facilities Management. Faculty, staff, and students making requests for exceptions should keep in mind that building cooling and heating systems generally do not allow for changes in temperature in one room or in an isolated area. Any change in the schedule will affect an entire section of the building and substantially increase energy

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consumption and heating and cooling costs. Under the current operating schedule, temperatures during non-routine working hours should not rise above 90° F or fall below 55° F. In order to comply with energy conservation requirements set forth by the Energy Conservation Committee, institutional policy, and the State of Texas, Facilities Management cannot operate air conditioning systems on a 24-hour basis to maintain constant temperatures for individual rooms and laboratories which house animals, servers, special electronic equipment, etc., that were not incurred when the building was constructed. Special equipment may be installed to serve these areas during non-routine working hours at the requesting department's expense via a [Facilities Management Request for Department Funded Work](#).

**Energy
Curtailment
Priorities**

In the event of a curtailment in the available supply of electric power from City Public Service or chilled water and/or steam from the central utility plant, the allocation of these utilities will be made according to the following priorities:

1. Laboratory Animal Resources, the Central Computer Facility, the telephone equipment rooms, and University Police.
2. Research laboratories in the School of Medicine, Dental School, Forensic Science, IBT, McDermott, and basic science buildings.
3. Patient clinics in the Dental School and the McDermott Building, and student laboratories in the Dental and School of Medicine.
4. Lecture rooms in the Dental School, School of Medicine, the Library, and the School of Nursing.
5. Faculty and administrative offices, auditorium, cafeteria, warehouse, Facilities Management Building, Forensic Science (office area), and all other areas not specifically designated.

Water Treatment

Purchase and installation of water treatment equipment shall be handled through Facilities Management. All requests for water treatment services must be submitted to Facilities Management on a [Facilities Management Request for Department Funded Work](#).

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Facilities Management will handle purchasing, contract, installations, and services.

Emergency Power

Emergency power sources for critical electrical loads are available, but generating capacity is limited. Each request will be thoroughly evaluated prior to approval. Requests shall be submitted on a [Facilities Management Request for Department Funded Work](#). It is prohibited to connect electronic and computer equipment to the emergency circuits unless an uninterruptable power supply (UPS) is installed in the circuit, because of power interruptions that occur during weekly testing of the emergency generators.

Electrical power is provided on an “as is” basis. Facilities Management manages the electrical distribution system to ensure voltage levels are within electrical utility standards, but is not funded to provide “UPS” or “Conditioned” quality power. Available nominal voltage levels are:

- 120V Single Phase
- 208V Single and Three Phase
- 480V Single and Three Phase

NOTE: 208V is not the same as 220 volts;
220V equipment does not work well on 208V services;
220V-240V service is not provided.

All electrical service problems should be reported to Facilities Management. Facilities Management provides specification and evaluation of electrical equipment without charge. Facilities Management also provides purchasing, installation, startup, and maintenance of UPS and power conditioning equipment via an approved work order.

Water Conservation

In an effort to conform with the San Antonio Water System’s mandated reductions in water usage, all departments should closely monitor water usage practices and be as conservative as possible with use of water. If a department has water cooled equipment that could be cooled with a closed loop cooling system, contact Facilities Management for assistance in evaluating the merits of a closed loop system. Any

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leaking water outlets should be reported immediately to Facilities Management.
