

ENERGY EXCEPTION REQUEST

GUIDELINES AND GENERAL INFORMATION

Texas Tech University takes pride in being among top universities with regard to utilities efficiency. As part of that ongoing effort, Texas Tech schedules HVAC service based on typical academic workweek building occupancy hours and classroom schedules.

Departments may request HVAC operations which exceed the normal schedule by completing this Energy Exception Request and submitting it to the Office of Energy Management. Energy Management will prepare a cost analysis and return it to the requesting party for authorization by a dean or department head. Requests not authorized by a dean or department head will be declined.

Energy Management will submit authorized Energy Exception Requests, including cost estimates, to the Facility Allocation Council for approval. Approvals, if granted, may or may not necessitate departmental funding of the additional exception cost.

QUESTIONNAIRE

Requesting Department:

Exception schedule: by day of the week, with dates and start/stop times

Time period for which exception is requested: Full year, or specific calendar period with dates.

Building and room numbers for which the exception is requested:

Summarize the reason for and nature of this HVAC exception request. Explain how this request is critical to your specific academic or institutional function:

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Describe the results if this HVAC exception is not granted:

The request process includes on-site analysis by Operations Division personnel. List name and contact information of the persons who will be coordinating site access and scheduling:

Is the department prepared to fund this request if the FAC does not approve?