



March 18, 2016

**Special Order
No. 142, s. 2016**

**Subject: Policy Guidelines for Energy Saving and Maintenance
Guidelines for Air-Conditioning System**

In cognizance of Memorandum No. 84, 2004, effective immediately, the following policy guidelines for Energy Savings and Maintenance Guidelines for Air-Conditioning System are hereby reiterated.

1. OFFICES

- The operation of the unit should start upon entry of the personnel to their respective offices but not earlier than 7:30am.
- The unit should be initially set at "FAN" mode to set the temperature of the office.
- Adjustment for desired coolness should be done by 9:00am. However, considering that there is a range of temperature in which the human bodies experience a comfortable environment, thus, proper adjustment of the temperature shall be done during hot and cool days.
- The air-condition unit operation shall be turned off 30 minutes before the end of office hours to conserve energy while at the same time still utilizing the coolness produced by the unit.
- With the continuous use of the unit during the day, the doors and windows of the offices should always be closed to maximize usage of the coolness of the unit.
- Only authorized personnel are allowed to operate the air-condition units in order not to waste energy and minimize the maintenance cost of system.

2. LABORATORY

- If the use of the laboratory is intermittent, the system should not be shut down after laboratory class to minimize start-up cost. Instead to reduce the operation cost, the unit should be turned to "FAN" after the class and turn the operation to "LOW" upon the start of the next class and adjustments in temperature could be done thereafter.
- However, if the gap for the next class will be for another hour or two after the first class, the unit shall be turned to "FAN" operation only.
- Only authorized personnel are allowed to operate the air condition units in order not to waste energy and minimize the maintenance cost of the system.

3. CLASSROOMS

- If the use of the classroom is intermittent, the system should not be shut down after class to minimize start-up cost. Instead to reduce the operation cost, the unit should be turned on to "FAN" after the class and turn the operation to "LOW" upon the start of the next class and adjustments in temperature could be done thereafter.
- If the next class would be an hour or two after the end of the first class, the air-conditioning unit should be turned off.
- Only authorized personnel are allowed to operate the air condition units in order not to waste energy and minimize the maintenance cost of the system.



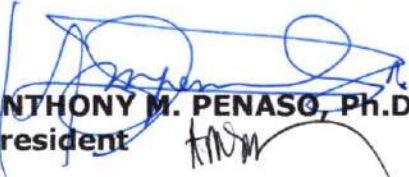
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4. Conference Hall/AVRs

- The operation of the unit should start 30 minutes before the scheduled meeting/activity by the personnel in-charge of the Conference Hall/AVR.
- The unit should be initially set at "FAN" mode to set the temperature of the office.
- Adjust the temperature 30 minutes before the start of the meeting/activity. However, considering that there is a range of temperature in which the human bodies experience a comfortable environment, thus, proper adjustment of the temperature shall be done during hot and cool days.
- The air-condition unit operation shall be turned off upon the adjournment of meeting or end of the activity.
- Only authorized personnel are allowed to operate the air-condition units in order not to waste energy and minimize the maintenance cost of system.

This memorandum shall take effect immediately and shall remain in force unless amended or revoked by competent authority.


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