BACKGROUND AND INTRODUCTION

Boston College Facilities Services seeks to operate in a sustainable and environmentally sensitive manner. These guidelines describe our aspirations in this regard, the procedures in place to help achieve them, and the metrics we use to track our performance.

These guidelines have been developed in order to ensure that Boston College Facilities Services is using best practices in sustainable management of campus affairs. They cover eight key areas:

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Guideline Development Process

These guidelines were developed via the following process throughout spring and summer 2015:

1. Boston College identified a need for formalized guidelines in eight key areas to enhance sustainable operations within Facilities Services.
2. Boston College engaged GreenerU, a sustainability and energy consulting firm in Watertown, MA, for assistance.
3. GreenerU worked with Robert Pion, Boston College sustainability program director, to facilitate discussions and gather feedback from key stakeholders.
4. GreenerU drafted guidelines informed by LEED 2009, LEED v4, and STARS which captured the current state while also ambitiously looking toward how practices could be enhanced in the future.
5. Robert and GreenerU sent these guidelines out to key stakeholders for review, then held follow-up meetings to ask for input and revisions on the guidelines for each topical area.
6. GreenerU made key revisions per stakeholder guidance.
7. GreenerU provided the polished guidelines to Facilities Services for additional vetting as needed.
8. Facilities Services published the guidelines throughout the department and put them into effect in internal operations in July 2015.

These guidelines were informed by:

10. USGBC LEED v4;
11. The Association for the Advancement of Sustainability in Higher Education (AASHE)’s Sustainability Tracking, Assessment, and Rating System™ (STARS®);
12. Relevant American Society of Heating, Refrigerating, and Air-Conditioning Engineers (ASHRAE) Standards;
13. Relevant legislation and regulatory requirements;
14. Best practices from other higher education institutions.

Scope

These guidelines apply to all Boston College-owned buildings and the Facilities Services staff who maintain and operate them.
OBJECTIVES
1. To manage the Boston College landscape in ways that support institutional environmental sustainability, energy efficiency, and water conservation goals.
2. To support a healthy local ecology.

PROCEDURES
General
1. Boston College Grounds Maintenance values and takes seriously its role as a steward of the land, air, and water on Boston College’s campus and takes a long-term, holistic systems approach to grounds maintenance. This includes:
   • Supporting present campus activities while keeping an eye toward the longer term future.
   • Building and maintaining soil health over time.
   • Maintaining a healthy plantscape to minimize erosion, support local biodiversity, provide aesthetic value, and reduce heat island effects over time.
2. All grounds maintenance practices are customized as much as possible according to specific needs in specific parts of campus, and Boston College will continue to customize management efforts as much as possible in the future.
3. Facilities Services conducts training for grounds maintenance staff regularly. This training is tailored to individual roles on campus. Grounds maintenance staff also stay up to date on relevant practices in the field through special training efforts.
4. Boston College considers the health and safety of its personnel a top priority. Staff are provided with all necessary personal protective equipment, including eye protection, ear protection, and other relevant safety gear. Staff are also trained in relevant safety issues, and safety-related concerns raised by staff are addressed promptly.

Fertilizer use and outdoor pest management
1. Grounds Maintenance recognizes that a healthy landscape ecology is the best method to avoid the need for chemical inputs from fertilizers, pesticides, herbicides, and fungicides as well as accompanying resource usage in terms of staff time and fossil fuel emissions. Facilities Services works to ensure a healthy ecology to minimize the need for these resource impacts over time.
2. Soils are tested regularly to establish nutrient needs. Fertilizer is only applied as needed to support and enhance plant health. When fertilizer is needed, least-impact and organic options are given preference to optimize support for natural nutrient cycles.
Fertilizer use and outdoor pest management, cont.

3. Grounds Maintenance uses plant growth regulators to reduce the need for upkeep, water, fertilizer, and other resources.

4. Grounds Maintenance follows industry best practices for integrated pest management guided by the Boston College gardeners and associate director of grounds.

5. Grounds Maintenance follows industry best practices and complies with relevant regulations in all grounds-related chemical use. All chemical applications are conducted by staff with appropriate training, certifications, and licenses.

6. Grounds Maintenance monitors pest levels in areas throughout campus. When pest thresholds are surpassed, Grounds Maintenance responds with intervention to re-establish ecological balance. This intervention may include judicious use of pesticides.

7. Grounds Maintenance may use preventive application of pesticides in high priority areas of campus.

8. All pesticide use is precisely targeted and carefully timed to optimize outcomes.

9. Grounds Maintenance follows best practices for community notification and communication whenever potentially hazardous substances are used.

10. All Grounds Maintenance chemicals are stored in ways that follow manufacturer’s recommendations, and material safety data sheets are made readily available.

Water conservation & stormwater

1. Grounds Maintenance sees stormwater as a resource and ecological service rather than a waste product. It seeks to manage and utilize this resource efficiently by considering stormwater impacts in grounds maintenance practices, and allowing stormwater to follow natural hydrological pathways to the extent possible.

2. Most water usage for grounds purposes is metered and tracked on a consistent basis. Grounds Maintenance will continue to work toward enhanced metering of water used for grounds purposes.

3. Water meters are calibrated per manufacturer’s specifications.

4. Moisture audits are conducted regularly and irrigation is adjusted accordingly.

5. Grounds Maintenance irrigates only as necessary to maintain a healthy ecology. Although athletic fields, new plant establishment periods, and other special circumstances require additional irrigation, Facilities Services works continuously to reduce irrigation needs in both the short term and long term.
Water conservation & stormwater, cont.

6. Grounds Maintenance works to avoid, control, and mitigate erosion in all campus activities.

Plant selection and protection

1. Grounds Maintenance seeks to integrate more native species and other species that support local biodiversity over time and considers the impact on local ecology when creating and maintaining plantings.

2. Whenever feasible, Grounds Maintenance integrates landscape design principles that support energy efficiency, such as planting shade trees, windbreaks, and use of vegetation to reduce the heat island effect.

3. Grounds Maintenance works to control and eradicate invasive species as they are found on campus.

Landscape waste management

1. All compostable landscape waste is composted.

Motorized equipment

1. Grounds Maintenance considers fuel usage in all grounds activities and works continuously to reduce fuel needs by purchasing the most fuel-efficient equipment with the least harmful emissions feasible, using equipment that best fits the task, and reducing equipment usage or employing less fuel-intensive options whenever possible.

2. Grounds Maintenance seeks to move toward lower-emission equipment over time and is constantly evaluating options as they become available.

3. Grounds Maintenance maintains equipment to manufacturer’s recommendations to ensure long equipment life and operational efficiency.

4. Grounds Maintenance follows best practices regarding acoustics to safeguard the well-being of staff and the surrounding community. Staff have access to noise protection equipment and are trained in auditory injury prevention.

Snow and ice removal

1. In snow and ice removal operations, Grounds Maintenance plays a vital role in providing for community safety while having a responsibility to support ecological health.

2. Grounds Maintenance considers ecological impacts in snow and ice removal and is constantly striving for continual improvement in materials and practices. This includes improvement in the selection and usage of chemicals and equipment as well investigating and designating areas that may be suitable for reduced treatment.
Snow and ice removal, cont.
3. Boston College will continue to seek alternatives for calcium chloride and sodium chloride snow melt.

Education & community outreach
1. Boston College is in close communication with the community surrounding both its Brighton and Newton campuses, including notifying relevant community stakeholders of campus activities that may impact them.

Performance Metrics
In support of these guidelines, Boston College will track the following performance metrics on an annual basis:
1. Total campus area (acres/hectares);
2. Footprint of the institution’s buildings (acres/hectares);
3. Area of undeveloped land, excluding any protected areas (acres/hectares);
4. Area of grounds managed in accordance with Integrated Pest Management practices (acres/hectares);
5. Area of grounds managed in accordance with a sustainable landscape management program (acres/hectares);
6. Area of grounds that is managed organically, third-party certified, and/or protected (acres/hectares).

Responsible Parties
1. All Grounds Maintenance staff are responsible for supporting and implementing these guidelines. The associate director of Grounds Maintenance is ultimately responsible for maintaining, updating, and distributing these guidelines as well as ensuring accountability in their implementation.
OBJECTIVES

1. To ensure that environmentally preferable products are used to the greatest extent practical in the operation and maintenance of Boston College facilities; and

2. To reduce the total lifecycle costs associated with purchase, use, and disposal of materials used in the operation and maintenance of Boston College’s facilities.

PROCEDURES

General

1. Individuals making purchases on behalf of Facilities Services Operations give preference to environmentally preferable products (as specified in more detail below) whose quality, function, and cost are equal or superior to alternative options. When comparing the cost of competing products, Facilities Services Employees will consider total cost of ownership, which includes all costs associated with the acquisition, installation, use, maintenance, and disposal of the product rather than just the initial cost of purchase.

2. When practical, Facilities Services Operations employees consider leasing or renting equipment or purchasing from a manufacturer that offers an extended producer responsibility program so that the vendor or manufacturer is responsible for proper disposal.

3. When purchasing cleaning products—including general-purpose bathroom, glass, and carpet cleaners; floor care products; disinfectants; odor removers; laundry detergents; hand soaps and hand sanitizers; and specialty cleaning products—Facilities Services Operations employees give preference to products that are Green Seal or ECOLOGO certified or that meet the EPA’s Safer Choice Standard.

4. When purchasing janitorial paper products—including bathroom tissue and paper towels—Facilities Services Operations employees give preference to products that are Green Seal or ECOLOGO certified and/or are derived from post-consumer fiber, fiber from forests certified to be managed according to Forest Stewardship Council standards, or tree-free fiber (e.g., bamboo, sugar cane).

5. When purchasing plastic liners for waste receptacles, Facilities Services employees will increase the practice to select products that are ECOLOGO certified or that include post-consumer recycled content.
General cont.

6. When purchasing powered janitorial equipment—including vacuum cleaners and deep-cleaning carpet extraction equipment—Facilities Services Operations employees give preference to products that are certified through the Carpet & Rug Institute’s Seal of Approval program, with greater preference for products certified at higher levels.

7. When purchasing construction materials, Facilities Services Operations employees give preference to:
   - Wood products certified by the Forest Stewardship Council;
   - Products that contain recycled content;
   - Materials that are Cradle to Cradle certified;
   - Paints, coatings, adhesives, and sealants that are Green Seal certified and/or have low-VOC content.

8. When purchasing plumbing fixtures—including toilets, urinals, showerheads, and faucets—Facilities Services Operations employees give preference to WaterSense-labeled products.

9. When purchasing furniture, Facilities Services Operations employees give preference to furniture that:
   - Contains recycled content, sustainably harvested bio-based materials, or Forest Stewardship Council-certified wood;
   - Is refurbished, is Cradle to Cradle or Level certified, or is sourced (extracted, manufactured, and purchased) within 100 miles of the BC campus.

   Facilities Services Operations also frequently repurposes and reuses furniture on campus.

10. When purchasing lamps—including lamps for indoor and outdoor fixtures as well as hard-wired and portable fixtures—Facilities Services Operations employees give preference to lamps that are both energy efficient and mercury free (e.g., LEDs). When mercury-containing lamps are required, Facilities Services Operations purchases lamps containing less than 70 picograms of mercury per lumen-hour unless nothing meeting this standard is available.

11. When purchasing motor vehicles—including cars, carts, trucks, tractors, and buses—Facilities Services employees give preference to the cleanest and most fuel efficient options for the desired function. This includes consideration of electric, hybrid electric, and other alternative fuel vehicles.

12. When purchasing liquid fuel—including gasoline and diesel fuel—Facilities Services Operations employees give preference to biofuels (e.g., biodiesel or ethanol) and biofuel blends.
13. When purchasing office paper—including copier paper and stationery—Facilities Services Operations employees will give preference to paper products that contain a high percentage of post-consumer recycled content; are chlorine-free; and/or are certified by the Forest Stewardship Council (FSC).

14. When purchasing electric-powered equipment—including computers, monitors, copiers, printers, scanners, fax machines, break room appliances, power chargers, televisions, and audio-visual equipment—Facilities Services Operations employees give preference to products that are ENERGYSTAR qualified and/or EPEAT registered where such options exist. Greater preference will be given to products registered at higher EPEAT levels. Facilities Services Operations employees avoid purchasing printers for individual offices except in limited circumstances where there is no shared printer available nearby.

15. When purchasing toner cartridges for laser printers, Facilities Services Operations employees give preference to remanufactured cartridges. In addition, all Facilities Services Operations printing cartridges are recycled.

16. When purchasing batteries, Facilities Services Operations employees give preference to rechargeable batteries over disposable batteries.

17. When the specific standards described above are not applicable, those products that meet one or more of the following criteria are considered indicators of environmentally preferable:

- Durable and long lasting;
- Reusable, refillable, or rechargeable;
- Made from recycled materials with a high percentage post-consumer content;
- Made of rapidly renewable materials;
- Salvaged, remanufactured, or refurbished;
- Recyclable, compostable, or biodegradable;
- Made from raw materials obtained in an environmentally sound manner;
- Produced or sold by companies with strong environmental track records;
- Non-toxic;
- Energy and/or water efficient;
- Produced locally or regionally;
- Minimally packaged;
- Packaged with recycled and/or recyclable materials.
18. Purchasers incorporate relevant parts of these guidelines into all RFIs, RFQs, or RFPs issued by Facilities Services Operations. For example, the following text may be used: “As described in our Sustainable Purchasing Guidelines, Facilities Services Operations at Boston College is committed to minimizing the negative social and environmental impacts associated with its purchasing decisions and seeks to buy goods and services from contractors who share its commitment to sustainability.”

19. Where departments besides Facilities Services Operations have ultimate authority in deciding what to purchase, Facilities Services Operations employees involved in the discussion encourage these departments to give preference for the environmentally preferable options described in these guidelines.

20. At the beginning of every fall semester, the associate vice president for Facilities Services (or designee) sends an electronic copy of this policy to all Facilities Services employees with responsibility for making purchases.

21. All Facilities Services employees are expected to do their part in helping to minimize unnecessary purchasing by:
   • Using reusable materials instead of disposable materials;
   • Avoiding unnecessary printing;
   • Printing double-sided;
   • Requesting only the supplies they need to perform their duties.

Performance Metrics
In support of these guidelines, Boston College will track the following performance metrics on an annual basis:

1. Percentage of products purchased within Facilities Services Operations which meet one of the standards above.

Responsible Parties
All Facilities Services directors and associate directors are responsible for implementation of these guidelines. They are expected to review them with their staff on an annual basis.
OBJECTIVES
1. To minimize the release of substances into the atmosphere that deplete the ozone layer and/or contribute to climate destabilization.
2. To ensure compliance with applicable local, state, and federal regulations related to refrigerant management.

PROCEDURES

General
1. Facilities Services seeks to minimize the use of chlorofluorocarbon (CFC)-based refrigerants and is in the process of phasing out equipment that uses CFCs.
2. Deliberate venting of refrigerants is prohibited and Facilities Services employees work to minimize the leakage of refrigerants during service, maintenance, repair, and disposal of equipment containing refrigerants.
3. Equipment containing a refrigerant charge of more than 50 pounds is tested for leaks on an annual basis. Leaks greater than allowed under EPA/DEP regulations are addressed within the required timeline.
4. Prior to disposal, equipment containing refrigerants is evacuated according to EPA/DEP requirements.
5. Facilities Services employees involved in the servicing, repairing, maintaining, and disposal of refrigeration appliances are certified through an EPA/DEP-approved program.
6. Facilities Services will verify that all staff who work with refrigerants have the necessary certifications to do so in accordance with EPA and DEP regulations.
7. Facilities Services selects refrigerants to minimize overall environmental impact, taking into account the ozone depletion potential and global warming potential of the refrigerant as well as potential tradeoffs in terms of energy efficiency.
8. Facilities Services maintains detailed records of refrigerant use and leakage and uses electronic record-keeping systems to the extent possible.
9. Contractors engaged in any HVAC work that requires evacuation of refrigerant are informed of this policy and are expected to comply.

Performance Metrics
In support of these guidelines, Facilities Services will track the following performance metrics on an annual basis:
1. GHG emissions due to refrigerant leakage

Responsible Parties
Boston College HVAC employees and Environmental Health and Safety are responsible for ensuring that these guidelines are implemented.
OBJECTIVES
1. To protect the health and safety of everyone who cleans and uses the University’s buildings.
2. To support institutional goals for environmental sustainability.

PROCEDURES

Training
1. Facilities Services staff are trained on Boston College green cleaning quality policies, procedures, and standards on a regular basis as relevant to their roles and professional responsibilities.
2. All cleaning staff receive training on hazardous materials, cleaning best practices, OSHA, asbestos awareness, bloodborne pathogens, and other relevant topics in support of worker health, safety, and well-being.

Standard operating procedures
1. Facilities Services will establish and maintain standard operating procedures for green cleaning and implement these practices across campus. These standard operating procedures will address the following at minimum:
   - Procedures, materials, and services that are within Facilities Services’ control;
   - Entryway system installation and maintenance that meets or exceeds original design requirements (Facilities Services will work toward standards outlined in LEED in the future as feasible);
   - Effective cleaning of flooring surfaces;
   - Protection of vulnerable building occupants in cleaning practices;
   - Selection and appropriate use of disinfectants and sanitizers;
   - Safe handling and storage of cleaning chemicals, including a plan to manage hazardous spills and mishandling incidents;
   - Goals and strategies for reducing the toxicity of chemicals used for laundry, ware washing, and other cleaning activities;
   - Goals and strategies for promoting the conservation of energy, water, and chemicals used for cleaning (i.e., dispensers used by Housekeeping provide appropriate measured cleaning materials);
   - Strategies for promoting and improving hand hygiene in order to protect staff against pathogens;
Standard operating procedures, cont.

- Requirements for maintenance personnel, including contingency plans to manage staffing shortages under a variety of conditions to ensure basic cleaning services are provided and critical cleaning needs are addressed;
- Timing and frequency of training for custodial personnel in the following:
  ▪ the hazards of use, disposal, and recycling of cleaning chemicals, dispensing equipment, and packaging;
- Custodial personnel are aware of the proper use of all equipment relevant to their tasks and responsibilities.

2. Housekeeping will conduct a regular inspection of facilities to verify that established strategies are being implemented and meeting occupant needs, and to identify any areas for improvement. Housekeeping uses APPA standards as a guide for determining level of cleanliness being sought.

3. Boston College will continuously evaluate green cleaning equipment based on sustainable features and cleaning effectiveness in order to ensure that the University is using the optimal equipment available.

4. All hazardous material management will take place according to EPA, DEP, and other relevant guidelines and best practices and will be conducted by Boston College Environmental Health & Safety.

5. Pest control will take place according to ongoing monitoring, occupant reports, and notification. Facilities Services will manage any pest issues according to action thresholds established and maintained by housekeeping in coordination with Grounds Maintenance and in accordance with industry best practices.

6. As defined in greater detail in Facilities Services Sustainable Purchasing Guidelines, Facilities Services employees use environmentally preferable cleaning products, materials, and equipment whenever practical.

Performance Metrics
1. Results from a building-user satisfaction survey;
2. Number of cleaning complaints.

Responsible Parties
The associate vice president of Facilities Services is responsible for maintaining these guidelines. The associate director of housekeeping is responsible for updating and distributing these guidelines as well as ensuring accountability in their implementation.
OBJECTIVES

1. To protect the health and safety of everyone who uses the University’s buildings.
2. To support institutional goals for environmental sustainability.

PROCEDURES

1. Indoor environmental quality standards will be determined by Environmental Health & Safety in accordance with relevant codes, regulations, and requirements and in consideration of original building design. When feasible, Facilities Services will meet or exceed relevant ASHRAE standards.

2. All existing buildings will meet design ventilation requirements. Where possible with existing buildings systems, Facilities Services aims to provide at least the minimum ventilation levels specified in ASHRAE standards. New construction and renovations aspire to meet or exceed ventilation requirements.

3. Facilities Services will constantly work to improve environmental quality across campus to meet and exceed building design over time, including sufficient staffing and funding levels, optimized equipment provision and usage, and optimized cleaning procedures.

4. Where feasible, outside air intakes have particle filters with a minimum efficiency reporting value (MERV) of 13 or higher. Filtration media are maintained and replaced according to the manufacturer’s recommendations.

5. Facilities Services aspires to monitor CO2 levels in all large venues (capacity greater than 100 occupants) on campus. The sensors will be tested and calibrated at least once every five years or per the manufacturer’s recommendation.

6. Facilities Services will improve indoor environmental quality monitoring through increased utilization of monitoring technology across campus over time.

7. Construction air quality will be maintained in accordance with existing policies established previously by Boston College.

8. Facilities Services conducts an occupant comfort survey of a representative sample of building occupants on campus on a regular basis. This survey collects anonymous responses regarding the following topics:
   • Acoustics;
   • Building cleanliness;
   • Indoor air quality;
   • Lighting;
   • Thermal comfort.
Procedures cont.

Results of this survey are documented, and any issues more than 20% of occupants are dissatisfied with will be addressed in the development and implementation of a corrective action plan.

9. Building users are encouraged to report concerns related to indoor environmental quality (thermal discomfort, stuffiness, etc.) through the work order system or through Environmental Health & Safety. Facilities Services and/or Environmental Health & Safety will investigate complaints to determine, and ultimately resolve, the root cause of the problem.

10. Facilities Services supports the institutional smoking policy as a means to support indoor air quality standards.

11. Where feasible, Facilities Services meets or exceeds established guidelines for indoor thermal comfort in accordance with relevant standards and industry best practices.

12. Facilities Services will establish and maintain indoor lighting standards in accordance with industry best practices.

Performance Metrics

13. Results from a building user satisfaction survey;

14. Number and nature of indoor air quality complaints;

15. Indoor air quality metrics (as relevant);

16. Weekly report of HVAC calls and leaks;

17. Before and after results from continuous commissioning and other projects.

Responsible Parties

The associate vice president of Facilities Services is responsible for maintaining these guidelines. The director of Environmental Health & Safety and director of Facilities Engineering and Energy are responsible for updating and distributing these guidelines as well as ensuring accountability in their implementation.
OBJECTIVES

1. To minimize the amount of waste generated by Facilities Services activities;
2. To reduce costs associated with waste management;
3. To ensure compliance with applicable local, state, and federal regulations related to waste management;
4. To address climate-related impacts of materials management;
5. To set an ambitious path for Boston College’s future materials management practices.

PROCEDURES

1. Facilities Services ensures that all buildings are supplied with the appropriate number and type of receptacles for the collection of common recyclables and waste.

2. Single stream recycling containers shall be placed in all areas:
   - Each office will receive a pair of color-coded collection containers for recyclables and trash.
   - Each residence hall room will be provided with one container for trash and another for recycling.
   - All classrooms and conference rooms will be provided with one container for trash and another for recycling.
   - In all public spaces where waste collection receptacles are available, receptacles clearly designated for collection of recyclables and waste will be placed immediately adjacent to one another in stations, thereby ensuring parallel access. Stand-alone waste collection receptacles are typically only allowed in restrooms or other special circumstances.
   - A recycling container paired with a trash can shall be placed in every vending area for the collection of glass, plastic, and aluminum.

3. In most cases, Facilities Services will coordinate with organizations to donate furniture and other durable goods that are no longer needed on campus but are still usable.

4. Facilities Services manages waste electronic materials in a responsible manner and arranges for such materials to be recycled, reprocessed, or reused.

5. Facilities Services employees will separate construction and demolition waste to the extent practical so as to facilitate recycling.
6. Facilities Services collaborates with other departments on campus to increase diversion during relevant campus events (athletic events, move in, move out, etc).

7. Facilities Services works with its waste hauler to conduct periodic waste audits to determine the composition of its waste streams and identify opportunities for improvement.

8. Facilities Services personnel cooperate with the Office of Environmental Health and Safety to ensure safe and environmentally responsible handling and disposal of chemical and biological waste, radioactive waste, batteries, fluorescent lamps, laboratory equipment, and other hazardous (or potentially hazardous) waste.

9. These materials management guidelines are mutually supportive of Facilities Services’ green cleaning guidelines.

10. Facilities Services partners with other departments to support their waste minimization efforts, including the Office of Residential Life for student housing recycling and Dining Services for composting.

Performance Metrics

In support of these guidelines, Facilities Services will track the following performance metrics on an annual basis:

1. Total waste generated (materials diverted plus materials disposed);
2. Diversion rate (materials diverted divided by total waste generated);
3. Percentage of the waste (by weight or volume) generated by facility construction and demolition activities diverted from the landfill;
4. Relevant equivalencies of material disposal in terms of climate change impacts;
5. Per student waste generation.

Responsible Parties

All Facilities Services directors and associate directors are responsible for implementation of these guidelines. They are expected to review them with their staff on an annual basis.
OBJECTIVES

1. To improve air quality and reduce community exposure to exhaust from gasoline and diesel engines;
2. To decrease Boston College’s fuel use;
3. To extend engine life;
4. To ensure compliance with Massachusetts’s idling reduction law.

PROCEDURES

1. All Facilities Services drivers are responsible for avoiding unnecessary idling. If a vehicle is to be stopped in excess of five minutes, drivers turn off the engine in accordance with Massachusetts General Laws, Chapter 90, Section 16A. Drivers do not leave their vehicles running unattended.
2. When feasible, drivers choose the most efficient vehicle available that is appropriate to carry out their duties.
3. Drivers work to minimize unnecessary weight in their vehicles and plan trips to minimize travel distance.
4. Drivers obey posted speed limits, accelerate gradually, and avoid sudden braking.
5. To keep vehicles running efficiently, Facilities Services performs regular preventive maintenance on all vehicles, including keeping tires properly inflated.
6. Where practical and appropriate to their job duties, employees share vehicles or use non-motorized forms of transportation.
7. Facilities Services employees are notified of these guidelines as part of the process of receiving approval to drive Boston College vehicles.
8. At the beginning of every fall semester, the associate vice president for Facilities Services (or designee) sends all drivers of Facilities Services vehicles an electronic copy of this policy.
9. Boston College Police have been made aware of these guidelines and are asked to report idling vehicles to the Work Order Center.
10. Employees, students, or visitors to campus who observe a violation of these guidelines are encouraged to report it to the Work Order Center.
11. Employees (including managers, supervisors, and all other staff) who fail to comply with these guidelines may be subject to disciplinary action.
Exceptions
1. Consistent with Massachusetts law, the prohibition on idling does not apply to:
   • Vehicles being serviced, provided that operation of the engine is essential to the proper repair;
   • Vehicles engaged in the delivery or acceptance of goods for which engine assisted power is necessary (e.g., to power refrigerators); or
   • Vehicles engaged in an operation for which the engine power is necessary to power accessory equipment (e.g., a fork lift or a truck’s rear dump bed, or a wheelchair lift in a bus).
   • In addition, running the engine while actively clearing snow and ice off the vehicle to warm the windshield and interior of the vehicle is allowed.

Performance Metrics
In support of these guidelines, Facilities Services will track the following performance metrics on an annual basis:
• Number of vehicle-idling complaints;
• Total vehicle gasoline consumption;
• Total vehicle diesel consumption.

Responsible Parties
All Facilities Services directors and associate directors are responsible for implementation of these guidelines. They are expected to review them with their staff on an annual basis.
OBJECTIVES
1. To reduce the negative environmental impacts associated with supplying energy and water for Boston College’s buildings;
2. To decrease Boston College’s utility costs;
3. To inform decisions for future energy and water use goals.

PROCEDURES
1. Facilities Services uses the illuminance recommendations published by the IES (Illuminating Engineering Society) to determine appropriate light levels in Boston College buildings. Purely decorative lighting is kept to a minimum.
2. Where they can be automated, lights are turned off or turned down when buildings are unoccupied, except as required for security purposes.
3. Facilities Services employees turn lights on only in the areas where they are performing work and turn lights off when their tasks are completed.
4. The BC Engineering and Energy group partnering with Facilities Services is constantly evaluating new control schemes for lighting to incorporate the most efficient technology available.
5. Facilities Services regularly evaluates opportunities to use renewable energy on campus and installs renewable energy devices when the economics seem favorable. Facilities Services also implements energy efficiency measures when they meet certain economic and environmental criteria.
6. Facilities Services employees shut down their computers and other electricity-using devices (e.g., speakers, monitors, printers) overnight. Special consideration is given for circumstances, such as computer updates, that require computers to remain on.
7. Whenever possible, Facilities Services employees take the stairs instead of the elevator. Exceptions include employees who are transporting heavy equipment or materials and any employee who uses the elevator for reasons related to their health or ability.
8. Facilities Services employees educate colleagues in other departments about Boston College’s energy conservation goals and encourage a culture of conservation across campus.
9. Facilities Services uses the most efficient options for faucets, showers, toilets, and other water-related fixtures with few exceptions.
10. All renovations and new construction will meet or exceed existing water efficiency guidelines.
11. Facilities Services performs quarterly leak surveys on its domestic water distribution system.
12. Facilities Services will continue to increase building metering and submetering for both water and energy as feasible over time.

13. Boston College’s buildings will be only minimally heated or cooled during holiday periods unless arrangements have been made in advance. The exceptions to this policy will be buildings that contain temperature-sensitive special collections or equipment and buildings that are officially open during the holidays as well as modular housing units that require certain temperatures be maintained to prevent damage. Spaces such as laboratories, museums, server rooms, and other areas where more stringent temperature and/or humidity requirements exist will have conditions controlled based on the functional requirements of their programs.

14. Requests for exceptions to this policy with an explanation should be addressed to the director of Facilities Engineering & Energy.

15. Electric space heaters are only allowed with the authorization of Facilities Services. Facilities Services employees will remove unauthorized space heaters.

16. All mechanical equipment is evaluated for its energy consumption and, when replaced, will meet or exceed current standards.

17. Facilities Services is always working to optimize combustion efficiencies and overall efficiencies for boilers, chillers, and other large energy consuming pieces of equipment.

18. Facilities Services fully complies with the Building Energy Reporting & Disclosure Ordinance (BERDO) and tracks relevant metrics in support of this effort.
   - Facilities Services continuously seeks to address inadequacies and will complete upgrades that provide more efficiency via the highest leverage options as resources and technologies become available.

Performance Metrics

In support of these guidelines, Facilities Services will track the following performance metrics on an annual basis:

1. EKBTU use per square foot;
2. Potable water use per student and employee as published by Boston College Institutional Research, Planning & Assessment;
3. Percentage of campus buildings and/or gross square footage reported on under BERDO.
Responsible Parties

All Facilities Services directors and associate directors are responsible for implementation of these guidelines. They are expected to review them with their staff on an annual basis. The director of Facilities Engineering and Energy is ultimately responsible for updating these guidelines on a regular basis as directed by the associate vice president of Facilities Services.