

## **Ventilation Shutdown Exemption Request**

This form is to be used to request additional HVAC run time outside the regularly scheduled hours. The regular HVAC hours are dependent upon the working hours of 8:00 am – 5:00 pm, class schedules, and student events. The HVAC of some campus research buildings runs 24/7 because the air handler units also serve areas with fume hoods and ventilation must be provided at all times for safety reasons. If you are unsure of your building's HVAC schedule, please contact your Energy Manager. You can find your building's Energy Manager at <https://energy.okstate.edu/find-energy-manager>.

All requests will be taken under consideration, but not all will be approved. Factors evaluated will include if the additional hours are due to required University/Departmental hours outside the regular work week, if classes or other student events will be occurring in the building at similar hours as to consolidate run times, seasonal requirements of the building, or if there is a possibility of offsetting the additional run time with other energy conservations measures.

Please also review the University's Policy and Guidelines regarding Energy Management. These can be found at the following links.

<http://energy.okstate.edu/energy-policy>

<https://energy.okstate.edu/energy-guidelines>

**Oklahoma State University**  
**Ventilation Shutdown Exemption Request**



**Requesting Department** \_\_\_\_\_  
**Contact Person** \_\_\_\_\_  
**Telephone** \_\_\_\_\_  
**Email** \_\_\_\_\_

**Requested Exemption for:**

- Evening (6:00 pm to 6:00 am)  
 Weekend (Friday 6:00 pm to Monday 6:00 am) *Please identify the proposed hours in Options below.*  
 Both

**Requested Building Name:** \_\_\_\_\_

- Entire Building \_\_\_\_\_  
 Specific Floor and/or Wing of Building. Please Specify \_\_\_\_\_  
 Individual Rooms. Please Specify \_\_\_\_\_

**Briefly describe the reason(s) for the exemption.**

**Options - Identify alternative energy conservation measures that could be taken to minimize the impact of your request on the University utility budget. (Examples -- Moving a class to another campus location, a change in shutdown hours (be specific))**

**Signatures**

Dean \_\_\_\_\_ Date \_\_\_\_\_

Director \_\_\_\_\_ Date \_\_\_\_\_

**SEND COMPLETED FORMS TO ENERGY MANAGEMENT, 120C FMS, or [energy@okstate.edu](mailto:energy@okstate.edu)**

**Recommendations:**

Items to below completed by Energy Management:

Approved:      Yes      No      Signed: \_\_\_\_\_  
Ron Tarbutton, Director of Facilities Management