

Oklahoma State University  
Ventilation Shutdown Exemption Request



ENERGY  
MANAGEMENT

**User instructions for completing the Ventilation Shutdown Exemption Request (VSER)**

This form is to be used to request additional HVAC run-time outside the regularly scheduled hours. Please note:

- The regular HVAC hours are dependent upon the working hours of 8am - 5pm, class schedules, and student events.
- Some OSU campus facilities run HVAC 24/7 because the air handler units also serve areas with active fume hoods, which must have ventilation provided at all times for safety purposes.
- 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 must be submitted **no later than 10 business days prior** to requested need. In addition, 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 conservation measures.
- All requests will be **valid for one semester at a time** and **must be renewed each semester** for continued HVAC extension.
- Exemptions are **not valid during official University holidays**.
- If HVAC is needed during a University holiday, an additional request will need to be submitted and approved.

University Policies and Guidelines regarding Energy Management can be found at the following links for review.

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

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

Oklahoma State University  
Ventilation Shutdown Exemption Request



ENERGY  
MANAGEMENT

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

**Standard business hours for OSU are M-F (8am – 5pm). Any request for HVAC outside these times will need to be signed and approved no later than 10 business days prior to requested need.**

Requested Building Name \_\_\_\_\_  
Requested Room(s) \_\_\_\_\_  
(Please specify floor, wing, or suite if applicable)  
Requested Dates & Times \_\_\_\_\_  
(Please include beginning date & end date)

**Briefly describe the reason(s) for the exemption, days/dates requested, and number of occupants required to be present during these times.**

**Identify alternative energy conservation measures that could be taken to minimize the impact or your request on the University utility budget.**

**Signatures** (Digital signatures will not be accepted as official signatures)

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

**SEND COMPLETED FORMS TO ENERGY MANAGEMENT, 223 CENTRAL PLANT, or [energy@okstate.edu](mailto:energy@okstate.edu)**

Recommendations: For Energy Management office use only

Approved: \_\_\_YES \_\_\_NO Signed: \_\_\_\_\_ Date: \_\_\_\_\_  
Ron Tarbutton, Chief Facilities Officer