

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.

This form requires time to route for all necessary approvals. **Please allow 10 days from the time it is submitted to Energy Management until the requested date of need.** If the extension is approved, the Energy Manager will do on-site audits to verify the space is being used as submitted. If no one is found in the area at the time, the HVAC will be returned to its regular schedule.

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 _____

ALLOW 10 DAYS FOR APPROVAL. SEND COMPLETED FORMS TO ENERGY MGMT, 120C FMS, or energy@okstate.edu

Recommendations:

Items to below completed by Energy Management:

Approved: Yes No Signed: _____
Ron Tarbutton, Interim Director of Facilities Management