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

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

Recommendations: For Energy Management office use only

Approved:  ____YES  ____NO  Signed: ________________________________ Date: ________
Ron Tarbutton, Chief Facilities Officer

Revised 8-19-2019/BH-JC