

### 3357:13-18-30 Sustainability, Energy, and Labor Efficiencies throughout Campus

North Central State College strives to increase sustainability and labor efficiencies, and decrease energy costs throughout the campus. The following will help reduce “wear and tear” on furniture and buildings, reduce labor, and thereby increase efficiency and overall sustainability.

- (A) Alternative heat sources (such as space heaters in offices) may not be used without written approval from the Facilities Manager.
- (B) Lighting (including projector lamps and overhead lights) shall be turned off after use and when rooms are unoccupied.
- (C) Containers for plastics, aluminum cans and paper have been strategically placed to promote recycling. Containers can generally be found in hallways and common areas.
- (D) Cloud-based programming is utilized to reduce paper use to the extent possible.
- (E) When an occupant moves from one office to another, furniture in the original office shall not move with the occupant unless approved by the Facilities Manager. The occupant will remove files and other belongings from desks, cabinets, shelves, etc. and place them into boxes, which will be relocated to the new office by Facilities personnel. Moving of office belongings shall only be done by Facilities personnel in order to prevent damage to equipment, floors, and walls; and to prevent personal injury.
- (F) Suggested paints/painting requests must be approved through the Facilities Manager and shall be coordinated by Facilities personnel.
- (G) Set-up requests for events must be made at least 10 days prior to an event (to the greatest extent possible). Set-ups shall be coordinated by Facilities personnel in order to prevent damage to equipment, floors, and walls; and to prevent personal injury.

Effective: March 25, 2019

Expires: March 1, 2024

Review Dates: 03/25/19,