

Why are buildings schedules being established on the campus?

Lighting and Space conditioning (heating, cooling, and ventilation) accounts for a major portion of a building's total energy consumption. Simply put, properly controlled buildings only consume energy when users are present in the building. ECU operating data has shown that a building which uses scheduled operation can reduce the total monthly energy consumption by more than 25%.

Not only is minimizing our energy consumption the right thing to do, but North Carolina Session Law 2007-546 Senate Bill 688 requires a 30% energy reduction by 2015 for state institutions. In addition to many other strategies in place at ECU, optimized building operating schedules are yet another key component toward ECU reaching and maintaining our goal.

If I have a special event that is scheduled outside of the posted operating hours for my building how do I request a temporary change?

If you need to request a temporary change in the scheduling of the HVAC and lighting scheduling, you should submit a work order to the HVAC Shop - Main no less than two (2) business days prior to the event. In the "Work Requested:" space note the date and time of the event (including any setup or tear down time that may be needed). Also, provide a contact name and phone number we can use if there are any questions prior to or during the event. A special event, for example, would be a seminar in an auditorium, weekend testing outside of normal hours, and approved department performances/events, not individuals coming in to work after hours.

How do I Put in a Work Order?

Go to <http://www.ecu.edu/facilities>

Click on "Submit a Work Order" button on the bottom left side of the page.

Enter your username and password (will be the same as your Onestop Username and Password)

Click Area ([Main Campus](#))

Select your building by using the Picture above and clicking on your building.

If you cannot find your building, click on "[Unable to find your building](#)" link in the upper left corner. Enter the first few letters of the building name. A drop down list will appear and choose your building from the list.

If you are still having trouble finding your building please call, 328-6776 and we will help you locate the building on the list.