



UNIVERSITY OF WEST FLORIDA

Pensacola, FL 32514-5750

Facilities Management

Effective February 23, 2006, Revised: March 11, 2020

Reviewed: July 1, 2024

STANDARD OPERATING PROCEDURE # FAC 1.007

Subject: "Lights Out" Energy Saving Policy

Purpose: To reduce electrical consumption by using lighting only as needed to perform duties in unoccupied spaces.

Procedure: Area lighting will be turned on in offices, meeting/conference rooms, and classrooms by Facilities Development Staff only when work is to be performed. Lights are to be turned off upon leaving an area of work if the space is not occupied. Lights will be turned off in any unoccupied meeting/conference rooms or classrooms that are observed during the work day.

Developed by: Facilities Management

Approved by:

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Christopher Martin

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Christopher Martin

Assistant Vice President, Facilities Management