



4. They shall monitor utility consumption to ensure proper operation of installed HVAC equipment, building automation, and related building systems, thereby furnishing utilities efficiently and reliably.

The Director of Engineering Services will routinely perform cost and trend analyses to evaluate utility consumption in specific portions of TTUHSC buildings. The Director of Engineering Services will review and maintain records of all utility consumption and costs charged to TTUHSC and will request the utility company's review of any erratic or unusual energy cost to verify accuracy, thereby reducing the possibility of calculation or meter reading errors or system problems. Upon agreement between the utility company and the Director of Engineering Services that charges are correct, erratic, or unusual consumption will then be addressed directly with the MDISS and respective campus administrative authority.

Erratic or unusual consumption trends, beyond the scope of the Engineering Services Department will be brought to the attention of the MDISS and the Assistant Vice-President of Facilities and Safety Services (AVPFSS). Notification will be via memorandum and in a descriptive manner such as a graph reflecting the irregular or unusual consumption of the utility.



- (1) Turning off lights, computers and office equipment when no longer needed;
- (2) Reporting when the operation of air conditioning is no longer needed;
- (3) Reporting defective and malfunctioning equipment;
- (4) Reporting leaks and smoke; and
- (5) Reporting missing or faulty insulation.