

CORPORATE AFFAIRS & OPERATIONS - ENVIRONMENTAL SUSTAINABILITY

MSH Policies & Procedures Template PP-08-2

[Double click to edit & delete blue text]

Effective Date: November 1, 2011

Reviewed:

Revised:

<p>Issued By:- Environmental Sustainability Program Approved by:- Jodi Butts, Senior Vice President, Corporate Affairs & Operations Title:- <u>ENERGY EFFICIENCY & CONSERVATION STANDARD</u></p>

<p>Policy Number: TBD <i>[if applicable]</i></p>

<p>Key Words: Energy conservation, office lighting and electronics, energy cost savings, electricity usage, environmental standards & practices</p>
--

<p>Stakeholders: All staff</p> <p>Facilities : Mount Sinai Hospital - Joseph and Wolf Lebovic Health Complex 600 University Avenue, Toronto Centre for Phenogenomics - 25 Orde Street, Joseph and Wolf Lebovic Health Centre - 60 Murray Street</p>

<p>Call to Action:</p> <p>QUICK CONSERVATION TIPS</p> <ul style="list-style-type: none"> ✓ Power down your computer, turn off your monitor and printer when not in use ✓ Turn off all washroom and office/workspace lighting when not in use <p>ENSURE SAFTEY WHEN EXERCISING CONSERVATORY BEHAVIOUR</p> <ul style="list-style-type: none"> ✓ Please use common sense when practicing conservatory behaviour. Power down or turn off all <i>non-essential</i> lighting and equipment.

<p>Standard Statement:</p> <p>A. Purpose: Mount Sinai Hospital is committed to energy conservation and energy efficiency in its current facilities and new construction. The purpose of this standard is to ensure the responsible use of energy throughout our facilities, including conserving energy (Mount Sinai staff and community) and, where feasible, improving energy efficiency (Building Services).</p> <p>B. Call-to-Action: Staff, physicians, students and volunteers are strongly encouraged by senior management to reduce energy consumption through active efforts including turning off non-essential lighting and electronic equipment, such as computers, monitors, and printers. We encourage everyone to conserve energy at our facility, and inspire their ongoing commitment to actions that support environmental sustainability and our financial health. We encourage staff to contribute to this energy conservation initiative by continuing to demonstrate conservatory behaviour.</p> <p>Operational energy efficiency initiatives are led by Building Services, who conserve energy through means such</p>

CORPORATE AFFAIRS & OPERATIONS - ENVIRONMENTAL SUSTAINABILITY

MSH Policies & Procedures Template PP-08-2

[Double click to edit & delete blue text]

Effective Date: November 1, 2011

Reviewed:

Revised:

Issued By:- Environmental Sustainability Program
Approved by:- Jodi Butts, Senior Vice President, Corporate Affairs & Operations

Title:- **ENERGY EFFICIENCY & CONSERVATION STANDARD**

as installing energy-saving devices and lighting, pursuing energy savings in its infrastructure and facilities plans, and continued implementation of a 'lean' building automation system.

C. Procedure/Practice:

1. Building Services

- Windows and doors of conditioned spaces should be kept closed.
- Office equipment, lights, personal heaters and fans should be turned off when not in use.
- As time and funding allow, buildings' mechanical systems are tied into the Hospital's building automation system permitting central monitoring and change of building temperatures and energy consumption.

2. New Construction and Redevelopment Projects

- The Environmental Sustainability Program and the Redevelopment Project Office will consult prior to the beginning of all new construction projects to ensure that the Hospital applies for all applicable rebates and incentives.
- New construction is designed and built to minimize energy use and the design process includes energy life cycle costing analyses.
- New construction should be added to the existing building automation system for enhanced energy management capabilities.
- Alternative energy sources such as passive solar heating and heat recovery should be considered, as well as day lighting and other strategies for decreasing building energy consumption in accordance with green building concepts.
- Primary consideration should be given to connecting and/or extending central systems for heating, cooling, and other electrical and lighting systems.
- Year-round cooling needs should be met by utilizing the most energy efficient systems.
- All new construction should include utility metering (electricity, natural gas, steam, and domestic water).

3. Lighting

- Lighting at our facility should be retrofitted or upgraded to high efficiency fluorescent or LED technology, where possible.
- Remaining areas are upgraded as funding is available.
- New construction and remodels should use high efficiency lighting and minimize incandescent lighting. Interior decorative lighting should be kept at a minimum and exterior decorative lighting



CORPORATE AFFAIRS & OPERATIONS – ENVIRONMENTAL SUSTAINABILITY

MSH Policies & Procedures Template PP-08-2

[Double click to edit & delete blue text]

Effective Date: November 1, 2011

Reviewed:

Revised:

Issued By:- Environmental Sustainability Program
Approved by:- Jodi Butts, Senior Vice President, Corporate Affairs & Operations

Title:- **ENERGY EFFICIENCY & CONSERVATION STANDARD**

should be discouraged.

- Lighting levels in office spaces should be between 300 – 500 lux as per Part VI of the [Canada Occupational Health and Safety Regulations](#) should be used as guidelines to avoid over-lit spaces.
- Increased use motion-activated light controls will be implemented as funding allows.

4. Heating

- Control of room temperatures should be maintained at 21°C when occupied. This is generally accomplished by the Building Services Department setting the temperatures then locking down thermostats. The Hospital's Building Automation System will be used to control night time temperatures or other extended periods when facilities are unoccupied.

5. Cooling

- During the warmer months, room temperatures should be maintained at 24°C when occupied. This will generally be done with the building's automation system.
- If facilities are uncomfortably warm, employees should contact the Building Services/Engineering Department at engineering@mtsinai.on.ca or extension 5012.

6. Procurement

- Energy efficient products should be purchased whenever possible. All light bulbs and lamps should be energy star rated.
- Recyclable and reusable products should also be purchased when feasible to reduce disposal costs.

7. Informatics – Computer Power Management

- Power management features of computers are enabled by informatics. Your screen saver will be activated after idling 10 minutes, followed by entering sleep mode after idling for 20 minutes.

8. Awareness & Targets

- Building Services and the Environmental Sustainability Program set an annual energy target based on the average electricity used daily at our 600 University location. The target or threshold is based on the previous year's consumption. It is set by April 15 of every fiscal year.
- The Environmental Sustainability Program and the Sinai Green Committee coordinate annual awareness campaigns aimed at encouraging our community to conserve energy therefore promoting a healthier environment and reduced costs.



CORPORATE AFFAIRS & OPERATIONS - ENVIRONMENTAL SUSTAINABILITY

MSH Policies & Procedures Template PP-08-2

[Double click to edit & delete blue text]

Effective Date: November 1, 2011

Reviewed:

Revised:

Issued By:- Environmental Sustainability Program
Approved by:- Jodi Butts, Senior Vice President, Corporate Affairs & Operations

Title:- **ENERGY EFFICIENCY & CONSERVATION STANDARD**

9. Compliance

- Section 6 of the *Green Energy Act* (GEA) would require broader public sector (BPS) organizations to develop and make public energy efficiency plans and targets, and begin reporting in 2013. In preparation for this requirement the Environmental Sustainability Program is preparing a summary for submission (see Appendix for requirements).

10. Suggestions

- Physicians, staff, students, or volunteers with suggestions leading to a reduction in energy consumption or costs should contact the Environmental Sustainability Program at extension 1549.

List of Appendices:

Green Energy Act - http://www.e-laws.gov.on.ca/html/statutes/english/elaws_statutes_09g12_e.htm

- ◆ Minimum legislated requirements:
 1. A summary of annual energy consumption for each of the public agency's operations.
 2. A description and a forecast of the expected results of current and proposed activities and measures to conserve the energy consumed by operations and to otherwise reduce the amount of energy consumed by the public agency, including by employing such energy conservation and demand management methods as may be prescribed.
 3. A summary of the progress and achievements in energy conservation and other reductions described in paragraph 2 since the previous plan.
 4. Such additional information as may be prescribed.