


**UNIVERSITY OF TOLEDO  
FACILITIES AND CONSTRUCTION**

<b>Section:</b>	<b>Central Control</b>	<b>Procedure Number:</b>	<b>CC-08</b>
<b>Subject:</b>	<b>Computerized Energy Management Program Procedures</b>	<b>Effective Date:</b>	<b>January 1982</b>
		<b>Revised Date:</b>	<b>October 2016</b>
<b>Facilities Officer:</b>		<b>Reviewed Date:</b>	<b>February 2023</b>

**Standard Operating Procedure**

All programming of the computerized central automation system(s) relevant to Energy Management will originate and be monitored for effectiveness by the Energy Management office.

**Purpose**

To maintain control of, analyze and evaluate computerized energy management programs.

**Procedure**

1. The Energy Manager will supervise the programming of the central automation system(s), relevant to energy management.
2. The program before being loaded into the system will first be discussed with the appropriate Department Heads of any areas to be affected to determine any possible adverse side effect, which might be caused by the programming.
3. The program or program alteration will then be loaded and debugged based on a time schedule determined by the Energy Manager and the Department Heads of any areas to be affected.