



TEXAS TECH UNIVERSITY
Office of the President™

MEMORANDUM

DATE: May 4, 2023

TO: Faculty and Staff

FROM: Lawrence Schovanec, President

RE: Summer Energy Conservation and Working Hours

Texas Tech University will begin a modified summer schedule to recognize energy conservation. The summer schedule will be effective May 15, 2023, and end August 21, 2023.

- All offices will retain the normal 8 a.m. to 5 p.m. workday. With appropriate approval, employees may work according to a flex schedule. For example, employees could work from 7:30 a.m. until 4 p.m., with 30 minutes for lunch. Please ensure there is coverage in all offices between 8 a.m. and 5 p.m., including the lunch hour.
- The dress code will be business casual.
- Cooling will be supplied to buildings during normal business hours, 8 a.m. to 5 p.m., Monday through Friday. Room temperature setpoints will be set to 76 degrees during both summer semesters. Requests for exceptions to these hours or the temperature setpoint can be submitted for review through the [Operations Division website](#). All previously approved exceptions will remain in effect through the previously approved timeline. For temporary or immediate cooling needs, please call 742-4OPS.
- Outside of normal business hours and during weekends, holidays and any university breaks, cooling for most campus buildings will run on a reduced-hour holiday schedule. Individuals working during these times may call 742-4OPS to have their air conditioning temporarily turned on.
- Preparatory cooling time for buildings will be shortened, which means your space may not be as cool as it has been upon arriving to work.
- Individuals should ensure the number of computers running during this time matches the reduced student load. Personnel with computer workstations should place their systems in reduced power sleep mode, when possible, if the system is inactive for more than 15 minutes.
- Please turn off lights and reduce plug loads when you leave offices or classrooms if the intent is to be gone for more than 15 minutes.

Thank you for your attention to these energy saving initiatives and for your cooperation in ensuring Texas Tech continues to do its part to conserve resources.



FROM HERE, IT'S POSSIBLE