



MEMORANDUM

DATE: May 9, 2024

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 13, 2024, and it will end August 19, 2024.

- 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 website](#). **All previously approved exceptions will remain in effect through their approved timelines, and 24/7 research space will not be affected by increased temperatures or reduced run times.** 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.
- Please be aware that the Electric Reliability Council of Texas (ERCOT) may request consumers, including Texas Tech University, reduce their energy consumption when demand is higher than forecasted. You can monitor grid conditions on [ERCOT's website](#).

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.



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