



UNIVERSITY OF  
NOTRE DAME

FACILITIES DESIGN AND OPERATIONS

UNIVERSITY OF NOTRE DAME  
UTILITIES DEPARTMENT

## HEATING/COOLING SYSTEM SCHEDULE SPECIAL EVENT REQUEST FORM

As a fundamental strategy of the University's sustainable efforts, it is important to optimize energy conservation in those facilities. To this end, the University seeks to heat and cool facilities within the University Temperature Set Point Guidelines when sufficient occupants are present to warrant that the major systems and equipment be operational. Times of limited use or times outside of normal business hours provide significant opportunities for energy conservation.

A renewed effort to optimize facility and/or system schedules to more closely match normal building occupancy hours can provide significant energy savings. Further, by conveying to those occupants that are present during periods of time outside those deemed to be reasonable normal business hours that the heating and cooling systems will be set to unoccupied mode eliminates the consumption of energy to heat either a significant portion or the entire facility for a limited occupancy, thus ensuring or providing savings.

Limited occupancy activates outside normal business hours such as cleaning, maintenance or use by facility occupants for individual or small group activities typically do not warrant operation of large systems necessary to support such limited occupancy.

Building Name: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Telephone No.: \_\_\_\_\_

Normal Business Hours: \_\_\_\_\_

Date of Request: \_\_\_\_\_

Event Schedule Hours: \_\_\_\_\_

Justification for Request: \_\_\_\_\_

Building Manager: \_\_\_\_\_

Contact Number: \_\_\_\_\_