

## Building Temperature Policy

- This policy, approved by the President in January 2009, is used to efficiently manage the use of energy in the cooling, heating, and dehumidification of Rice University facilities while providing a quality indoor environment that enables the university community to achieve its mission
- Air conditioning: 74-78 degrees
- Heating: 68-72 degrees
- Relative humidity: 40%-65%
- Certain areas such as laboratories, library collections, the Data Center, and galleries are exempt from these guidelines but will be expected to be maintained within recognized efficient ranges for their type of use.
- The standard operating hours for the university are 7:00 a.m. to 7:00 p.m. Monday through Friday. Classroom operating hours are 7:00 a.m. to 10:00 p.m. Monday through Friday, with additional weekend operating hours upon request.
- Appropriate nighttime, weekend, and holiday setbacks will be implemented outside of established hours of operation.
- Energy waste should be reported to the Facilities Service Center at x2485.

## 10 Tips for Going Green at Rice

1. Set your computer to automatically go into sleep mode after 15 minutes when not in use.
2. Do not use a “screen saver” that keeps the computer active when not in use.
3. Turn off your computer at the end of each work day.
4. Consider using a smart power strip in your work place that automatically shuts down all devices plugged into the strip when you turn off your computer.
5. Purchase only Energy Star certified office equipment and appliances.
6. Use reusable water bottles and mugs instead of disposable cups. The Rice Coffeehouse offers discounts when you bring your own mug.
7. Purchase office supplies made from recycled content, especially paper.
8. Use duplex (2-sided) printing whenever possible, and only print when necessary.
9. When catering an event, seek options that minimize waste.
10. Donate unwanted office supplies to one of Rice’s free-cycling events, hosted by Delivery Services.

To learn more about Sustainability at Rice:

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If you have any questions or want to get involved in our sustainability programs, contact **Richard Johnson** at (713) 348-5003 or [sustainability@rice.edu](mailto:sustainability@rice.edu)

## Sustainability at Rice Guidelines for New Employees



*Rice University recognizes the critical importance of sustainability. Its present needs must be met while protecting the interests of future generations.*



Provided by the Administrative Center  
for Sustainability and Energy  
Management

[sustainability.rice.edu](http://sustainability.rice.edu)

## Commitments

- In order to join the effort to combat global climate change, Rice University is a signatory of the American College and University President's Climate Commitment and has adopted a plan to become carbon neutral by the year 2038.
- In order to reduce the environmental impact of new construction, all new buildings at Rice are designed and certified to achieve a minimum rating of LEED-Silver through the US Green Building Council's Leadership in Energy and Environmental Design (LEED) green building rating program.

## Facilities and Grounds

- The entire Rice campus is home to over 4,500 trees and is designated as the Lynn R. Lowery Arboretum and has been certified through the Arbor Day Foundation's Tree Campus USA program.
- Rice is a major purchaser of renewable energy, obtaining a daily peak of three megawatts of electricity from a solar array near Fort Stockton, Texas. Rice also has a 50 kilowatt solar array on top of south wing of Jones College.
- Ten campus buildings, representing about 25 percent of all campus square footage, have been certified at the level of LEED-Gold or LEED-Silver.

## Recycling

- Rice offers single-stream recycling. Paper, cardboard, glass, metals, and plastic containers with codes 1-5 and 7 can all be placed within the same recycling bin.
- Styrofoam, polystyrene, and plastic bags are not recyclable at Rice at this time.
- Most e-waste can be recycled through IT.
- Printer and toner cartridges are recycled by Delivery Services. Simply put the cartridges in campus mail to the attention of Delivery Services.
- Free-cycling events are offered regularly to enable employees to swap office supplies and recycle electronics.
- Rice recycles most demolition and construction waste from new building construction.
- Requests for recycling bins can be made by calling x5222.

## Food

- Ninety percent of food in serveries is made from scratch on-site, and 30 percent is locally-sourced.
- All coffee in the serveries and Rice Coffeehouse is Fair-Trade.
- The Rice Community Garden is a volunteering and learning space for all members of the Rice community.
- Rice hosts a Farmers Market in the Greenbriar Parking Lot every Tuesday from 3:30 to 6:30 p.m., rain or shine.

## Transportation

- **METRO Light Rail:** Rice is adjacent to the MetroRail Red Line. Nearby stations include Hermann Park / Rice U, Memorial Hermann Hospital / Houston Zoo, and Dryden / TMC.
- **METRO Bus:** Adjacent routes include the 27, 34, 84, 292, and 298.
- **ZipCar:** Rent a car by the hour. Rice discounts are available. The ZipCar lot is located behind Lovett College, and it is available to members 24/7. Check out [zipcar.com](http://zipcar.com) for more details.
- **Bikes:** Remember to register your bike with RUPD.
- **Rice Shuttles:** The Rice Mobile App allows for real-time tracking of all buses.
- **Carpools:** The Rice Transportation department keeps a carpool contact list to try to match employees interested in carpooling. Carpools consisting of two or more employees may register for a shared permit with Rice Parking.

## Health and Wellness

- Employees can join Rice's Barbara and David Gibbs Recreation and Wellness Center and use payroll deduction to pay membership fees.
- Rice Wellbeing Office offers regular free wellness screenings. Employees can work one-on-one with wellness coaches, and also enroll in free tobacco cessation programs.
- Rice offers regular Lunch and Learn sessions to support employee wellness.
- Free flu shots.