



UNIVERSITY OF WEST FLORIDA
Facilities Management

Pensacola, FL 32514-5750
February 23, 2006
Revised: March 11, 2020

STANDARD OPERATING PROCEDURE # FAC 1.007

Subject: “Lights Out” Energy Saving Policy

Purpose: To reduce electrical consumption by using lighting only as needed to perform duties in unoccupied spaces.

Procedure: Area lighting will be turned on in offices, meeting/conference rooms, and classrooms by Facilities Development Staff only when work is to be performed. Lights are to be turned off upon leaving an area of work if the space is not occupied. Lights will be turned off in any unoccupied meeting/conference rooms or classrooms that are observed during the work day.

Developed by: Facilities Management

Approved by:

Dr. Melinda S. Bowers
Associate Vice President
Administration/Facilities Management