

# Office of Admissions and Records, #378

**Building Gross Sq.Ft.:** 32,930

**Campus Energy Rank FY12:** 102

**Retrocommissioned:** Nov 2013– Feb 2014



**Principal Building Use:** Offices

**Facility Contacts:** Dean Pitmann

## Building & Occupant Overview

The Office of Admissions and Records was completed in 1997. It is where the Office of the Registrar is located. The registrar is responsible for keeping all student records (past and present), including: maintaining the accuracy and integrity of the record, protecting student data, and upholding and implementing academic policy. The building is open 8:30 a.m.— 12:00 p.m. and 1:00 p.m.— 5:00 p.m. Monday through Friday, excluding holidays. There are two air handlers for the conditioning of the spaces. Both are variable air volume units and located on the fourth floor. There is also a Liebert air conditioning unit on the fourth floor.

The facility's total metered energy during FY12 was 7,894 MMBTU.

## Retrocommissioning Specifics & Results

The air handling units (AHUs) providing air conditioning were maintaining space conditions in offices and classrooms 24/7/365. The primary energy conservation method was scheduling the AHUs off during non occupied hours. Minimum outside air dampers were also added to both AHUs to save energy and improve comfort during summer months.

To maintain comfort conditions, all thermostats were calibrated and/or replaced and the heating valves were inspected for proper operation. There are approximately 49 VAV's in the building. They were all inspected for proper operation and were calibrated and balanced which allowed for the reduction of air to the spaces, resulting in fan energy savings without compromising comfort.

Pneumatic tubing was cracked and leaking to a majority of of VAV boxes and finned tube radiators, which were subsequently replaced.



## Project Highlights

- Retired existing Johnson control system in building & replaced this with a new web based system
- Replaced broken isoverter for chilled water control
- Replaced damper actuator brackets in both air handling units
- Replaced and added door seals and door sweeps to all exterior doors
- Sheet metal barrier installed to seal off building from steam tunnel
- Repaired fan-powered constant-volume air terminal devices