

ÚZ ŠDaJ STU Director's Order
No.: 4/2022

**Energy Saving Measures of the Student Houses and
Canteens of the Slovak University of Technology in Bratislava
to Reduce Energy Consumption**

Date: 1 December 2022

The Director of the Student Houses and Canteens of the Slovak University of Technology in Bratislava (hereinafter referred to as the “ÚZ ŠDaJ” or “ÚZ ŠDaJ Director”) in compliance with Article 4(1) of the Organisational Regulations of the Student Houses and Canteens of the Slovak University of Technology in Bratislava (hereinafter referred to as the “Organisational Regulation of ÚZ ŠDaJ”) No. 1/2014 of 25 February 2014, as amended by Amendment No. 1 of 28 June 2016, Amendment No. 2 of 20 March 2017 and Amendment No. 3 of 29 April 2019

hereby issues

the following order of the Director of ÚZ ŠDaJ

**Energy Saving Measures of the Student Houses and Canteens of the Slovak University of Technology in Bratislava
to Reduce Energy Consumption** (hereinafter referred to as the “Order”),

which provides for as follows:

A. Accommodated students and employees

1. **Always** switch the lights off **when leaving** the accommodation unit;
2. When leaving the accommodation unit **for more than 30 minutes**
 - close all windows,
 - check that the taps are closed;
3. When leaving common areas (kitchenettes, study rooms, sanitary facilities):
 - turn the lights and electrical appliances off,
 - close the taps thoroughly;
4. Switch the lights off for the period when you are away from the corridor or sanitary facilities located in the accommodation unit;
5. Ventilate the premises through **intensive ventilation** only, i.e., by opening the window fully for a short period of time (3–5 minutes 3 times a day is recommended);
6. Ensure proper use of toilet flushing (with large and small flush options installed);
7. Report leaking toilets or dripping water from taps to student house employees as designated as soon as possible. Where possible, close the water supply to the toilet or tap;
8. **It is forbidden to**
 - ventilate the premises by cracking the window open,
 - increase the set points on thermostatic heads,
 - cover radiators with various objects (e.g., towels, clothes, etc.).

Failure to comply with this Order shall be considered a breach of the Accommodation Regulations pursuant to Article 4 of the Accommodation Regulations.

B. Employees of ÚZ ŠDaJ

1. Always switch the lights off when leaving the workplace (offices, workrooms, warehouses, etc.) for more than 15 minutes;
2. Switch the lights and electrical appliances off in common areas (sanitary facilities, kitchenettes, corridors, meeting rooms, etc.);
3. Switch the computers, all electrical appliances as well as other equipment off, check whether the windows are closed when leaving the workplace at the end of working hours;
4. Report leaking toilets or dripping water from taps to the SH Technical Department Manager as soon as possible. Where possible, close the water supply to the toilet or tap.

5. It is forbidden to:

- use direct-heating appliances,
- use air-conditioning units for heating the premises (except for in justified cases, with the supervisor's approval),
- ventilate the premises by cracking the window open. Ventilate the premises through intensive ventilation only, by opening the window fully,
- increase the set points on thermostatic heads,
- cover radiators (with objects, towels or other fabrics).

C. Operating Directors of individual student houses

1. Ensure that common areas (meeting rooms, corridors, lobbies, storage areas, and other unused areas, etc.) are heated and tempered at the lowest possible level based on the technical capabilities of individual heating systems;
2. Ensure that all types of energy are used efficiently, economically and effectively;
3. Ensure that compliance with this Order in accommodation premises is controlled strictly;
4. Evaluate the possibility of other energy-saving measures at the workplace;
5. When accommodating new students and employees, ensure that they are demonstrably familiarised with this Order.

D. Manager of the Technical and Investment Department of ÚZ ŠDaJ in cooperation with Operating Directors of the SH

1. Identify the premises with the possibility to install motion sensors for lighting;
2. Evaluate the condition of
 - lighting fixtures and identify the premises suitable for replacement with LED fixtures,
 - heating systems and thermostatic heads controls,
 - insulation of buildings,
 - windows on buildings;
3. Ensure the installation of electricity and water meters in all rented premises (where technically feasible);
4. Evaluate the possibility of using other alternative energy sources (photovoltaics, heat pumps);
5. Provide proposals to reduce energy consumption (after the evaluation of items 1 to 4);

This Order of the Director of ÚZ ŠDaJ comes into effect as of the date of issue thereof.

Ing. František Hulík¹
ÚZ ŠDaJ STU Director

¹ Article 4, item 1, the second sentence in combination with Article 2, item 2, the first sentence of the Organisational Regulations of the Student Houses and Canteens of the Slovak University of Technology in Bratislava No. 1/2014-OP of 25 February 2014.