



**Rector's Order No. 17/2022 (XI.11)/R**  
**on energy saving measures at Károli Gáspár University of the Reformed Church in Hungary**

Acting within my authority under Article 13 (1) of the Act CCIV of 2011 on national higher education and Article 62 (1) of the Organizational and Operational Rules of Károli Gáspár University of the Reformed Church in Hungary, I issue the following order:

1. § (1) The aim of this order is to achieve a 25% reduction in natural gas and district heating consumption and a 10% reduction in electricity consumption at Károli Gáspár University of the Reformed Church in Hungary (hereinafter referred to as the University), taking into account the consumption of the base year 2021.

(2) The personal scope of the order shall apply to all employees of the University, employed on a contract, business or church service basis, and to those having student status with the University.

2. § In buildings operated by the University, heating (gas boiler, central heating, heat pump) may start from 15 October and continue until 15 April (hereinafter referred to as the heating season), unless otherwise specified, the only derogation is if the daily mean temperature is expected to remain below 12 °C for three consecutive days, or below 10 °C for one day. The head of the Facilities Management Department of the Directorate-General for Economic Affairs shall decide on the earlier start-up or later shut-down of heating.

3. § The air temperature supplied by heating must not exceed 20 °C in the teaching rooms and offices as well as in the rooms and bathrooms of the residence halls.

4. § The cooling equipment in the University's teaching rooms and offices may only be used from 1 May to 31 September (cooling season), the internal temperature may not be lower than 26 °C.

5. § (1) The use of auxiliary heating devices (heaters, oil radiators, etc) is prohibited in the buildings operated by the University.

(2) Private auxiliary heaters must be removed by their owners from the university buildings by 15 November 2022.

(3) The Head of the Facilities Management Department of the Directorate-General for Economic Affairs shall ensure the collection and storage of auxiliary heating devices owned by the University continuously from the entry into force of this order, but no later than 15 November 2022.

6. § It is not allowed to charge electronic devices not required for work from the university network.

7. § Unused household appliances (refrigerators, dishwashers, dryers, kettles, etc) must be disconnected from the electricity supply in University-operated buildings. The decision to put unused or under-used equipment out of service, either permanently or temporarily, is taken by the Head of the Facilities Management Department of the Directorate-General for Economic Affairs.

8. § (1) When not in use or after work, all lights, computer workstations, photocopiers and printers in all rooms and corridors must be switched off and must not be left in standby mode. The head of the organizational unit or a staff member appointed by him/her shall ensure that this is enforced and monitored.

(2) Where sufficient natural light is available for work, the use of electronic light sources should be avoided.

9. § University-operated buildings, excluding accommodation facilities (residence halls, service apartments), may not be visited from 10 p.m. to 6 a.m. the next day on weekdays and Saturdays, except by the operating staff.

10. § The use of windows and doors with undue heat loss should be avoided. Ventilation should not last long enough to cool walls and fittings.

11. § The buildings operated by the University will be closed between 17 December 2022 and 16 January 2023, except for the residence halls, the Rector's Office and the Directorate-General for Economic Affairs. During this period, no persons specified in 1. § may enter the closed buildings, with the exception of the staff responsible for operation.

12. § (1) By the 5<sup>th</sup> working day of the month following the month in question, the Head of the Facilities Management Department of the Directorate-General for Economic Affairs shall provide the Rector, the Deans and the Director-General for Economic Affairs with data on consumption based on the volume of utility meters.

(2) The information includes quantitative data on the consumption of gas and electricity for the current month, consumption data for the same period in 2021, and the total annual consumption up to that date.

13. § (1) The Head of the Facilities Management Department of the Directorate-General for Economic Affairs assesses the utilisation of buildings and premises and monitors changes in this on an ongoing basis. The heads of the University's independent organizational units shall inform the Head of the Facilities Management Department of the Directorate-General for Economic Affairs if the use of a room, building or part of a building changes to such an extent that energy-saving heating ensuring the maintenance of a constant basic temperature (hereinafter referred to as maintenance heating) can be applied.

(2) On the basis of the survey carried out pursuant to Section (1) and its changes, the Head of the Facilities Management Department of the Directorate-General for Economic Affairs shall designate the areas, rooms, buildings, parts of buildings (unused offices, corridors, walkways, meeting rooms, basement areas, storage rooms, archives) where only maintenance heating may be used during the heating season.

14. § By 15 November 2022, the Head of the Facilities Management Department of the Directorate-General for Economic Affairs will compile a list of technical building equipment that is not energy-efficient, order its decommissioning or temporary operation, and inform the Director-General for Economic Affairs thereof.

15. § Technical and mechanical faults resulting in unjustified energy losses must be immediately reported to the Head of the Facilities Management Department of the Directorate-General for Economic Affairs by the person in charge of the building concerned.

16. § The notification and information requirements laid down in this order as well as energy-saving proposals and comments should be sent to the email address [uzemeltetes@kre.hu](mailto:uzemeltetes@kre.hu).

17. § The Head of the Facilities Management Department of the Directorate-General for Economic Affairs is responsible for monitoring and ensuring that the above provisions are implemented.

18. § This order shall enter into force on 11 November 2022.

Budapest, 9 November 2022

Prof. Dr. László Henrik Trócsányi  
Rector