

BOC Stationary

TO: Elected Officials  
Agency Directors  
Department Manager

FROM: Chairman Sam Olens  
County Manager David Hankerson

DATE: February \_\_, 2009

RE: County Building Energy Use Reduction Policy

The cost of utilities to support County facilities is very high as you would expect. This policy is meant to emphasize our need to work together to reduce any non-essential use of energy to run lights, heating & cooling and other equipment in the buildings where we work. This policy will be effective only if each of us, with our staffs, take personal responsibility.

Efforts, particularly through the Property Management Department, have over recent years resulted in improvements. We are purchasing Energy Star equipment and *WaterSense* fixtures which provide immediate impact and relative fast payback through savings.

To further achieve energy utility savings, each employee must assist. Office equipment can represent up to 16 percent of office energy use. We can help “power down” by:

- Turn out the lights in each of our work areas when we leave for any period of time; particularly when you leave for the day.
- Turn off printers, scanners and other electronic equipment at the end of the day.
- Ensure Energy Star power management settings are active on your computer to enable “sleep” mode during idle periods.
- Turn off lights in non-public areas e.g. file case or other storage areas.
- In personal lamps buy and install a Compact Fluorescent Light (CFL) bulb.
- Keep thermostats at a comfortable but reasonable setting.
- Remove personal appliances i.e. small refrigerators, heaters etc.

Tell your supervisor, or Property Management directly, if you feel there are other approaches of reducing energy use in you work areas.

Finally, check out the Energy Star informational sites on the web: [www.energystar.gov](http://www.energystar.gov)

Everyone’s support is appreciated.