



Energy Conservation Policy

The Energy Conservation Policy was first adopted by the Board in 2002. The Policy suggests the following strategies to conserve energy:

Strategy	Description
1. Facility HVAC	HVAC systems should start no earlier than necessary to achieve the Zone Conditions below within the first hour of normal business operations. Chillers or Boilers to be curtailed at 5:00 p.m. Building HVAC systems will be shut down at close of business (Except special meeting locations to be pre-scheduled.)
2. Weekend / Holiday HVAC operations	HVAC systems will not be operated on weekends and holidays in County-owned office facilities or in leased office facilities where the County is the sole tenant unless it is a 24/7 facility.
3. Meeting times	Evening meetings in County or County-leased buildings will be limited to buildings where HVAC systems can be operated for only the meeting room areas, except at the direction of the County Executive.
4. Office equipment	All office equipment (computers, copiers, etc.) will be turned "off" (not standby or "screensaver") at night unless your IT staff has requested the computer be left on for updates or you need to VPN after hours..
5. Office lighting	Turn lights "off" in window offices and other rooms with natural lighting where appropriate. Use half lighting where available.
6. Personal appliances	Personal appliances should be turned off (coffee pots, stereos, etc.) when not in use.
7. Seasonal Attire Recommendation	Inform employees to expect and prepare for building temperature set point changes by wearing seasonal attire.

Season	Zone Conditions
Summer Memorial Day to 1 st week of October	No zone above 78° F Set T-Stat to 76° F
Transition Months 2 nd week of October to Thanksgiving Last week of March to Memorial Day	Zones between 72° F to 74° F Set T-Stat to 73° F
Winter Thanksgiving to Last week of March	No zone below 68° F Set T-Stat to 70° F