

**CITY OF GREENFIELD
ADMINISTRATIVE POLICY DIRECTIVE**

SUBJECT: Energy Curtailment

NO: 01-1

DISTRIBUTION: All City Employees

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APPROVED: 
City Manager

I. PURPOSE

This Administrative Policy Directive sets forth the City's procedure and policy to be followed regarding the conservation of electricity. The citizens of the City of Greenfield require an adequate and reliable supply of energy. Shortages of energy, such as currently being experienced, will undoubtedly be repeated and may become more severe. Such shortages negatively affect the local economy and hamper the delivery of essential public services. It is therefore necessary that guidelines for the conservation of energy be established by the City, within the areas of its authority, so that optimum use is made of available energy supplies.

II. RESPONSIBILITY

California is facing an unprecedented period of electricity supply shortages. Governor Davis is asking all California cities to reduce the peak demand for electricity by instituting basic winter load curtailment practices. This is especially important during the late afternoon and early evening periods.

III. HOURS OF OPERATION

As a general rule, for all normal business operations, the hours of business will be 8:00 a.m. through 5:00 p.m.; all non-essential lighting and other electrical loads shall be minimized during non-business hours.

IV. BUILDING HEATING AND COOLING SYSTEMS

Interior air shall not be heated above 70 degrees F. unless such a temperature in a particular job or occupation may expose employees to a particular health and safety risk. Consider dressing warmly in anticipation of decreasing office temperatures.

Building temperatures shall be allowed to fluctuate within an acceptable range in order to avoid wasteful over-control patterns. Simultaneous or alternate heating and cooling operations to maintain an exact temperature in work areas shall be avoided. This range may vary with each building's control system; the target

range is plus or minus four degrees F. from the temperature set-point, for a total fluctuation of eight degrees F.

Windows and doors will be kept closed to prevent loss of heated air.

Portable electric devices (e.g., microwaves, toaster ovens, and heaters) shall not be used in City facilities without express permission of the Department Head.

Domestic hot water temperatures shall not be set above 105 degrees F. Staff shall take every opportunity to minimize hot water usage.

Blinds and window coverings on all south and west facing windows shall be opened to make use of solar heat gain to warm the buildings, if needed.

V. LIGHTING

All lights shall be turned off in unoccupied rooms at all times. If installed, occupancy sensors shall be enabled.

Overhead lighting shall be reduced as much as possible without creating unsafe conditions or interfering with the performance of duties. Such reduction can be achieved by operating half-bank switches, where installed, by using task lighting, or by relying on daylighting where feasible and where this does not result in additional direct solar gain into the building.

Custodial personnel shall turn lights on only as needed for custodial work and turn lights off when their work is done.

Security and safety lighting shall be held to the lowest acceptable levels. Decorative lighting, inside or outside, shall be switched off.

VI. OTHER REDUCTIONS IN ELECTRICAL DEMAND

All video monitors and personal computers shall be set for automatic power-down mode after five minutes of non-operation. All Energy Star monitors should have this feature available and can be turned on using the "Display" option on the desktop "Control Panel". Note that the installation of screen savers by itself does not reduce power consumption and is not a substitute.

All copiers and printers that have an automatic power-down or "Energy Saver" feature shall have this feature enabled.

All non-essential personal computers, printers, copiers and other electrical equipment shall be turned off outside of normal business hours and when not in use, unless there is a specific and essential need for after-hours operation.

During normal business hours, use of photocopiers and printers shall be consolidated. Where possible, redundant printers and copiers shall be turned off and work shall be directed to nearby machines. Major copy and print jobs (i.e., over 20 pages) shall be deferred whenever possible.

Unplug refrigerated water coolers and drinking fountains, where feasible.

Use of break room electrical appliances (e.g., microwaves, toaster ovens, and coffee machines) should be discontinued.