



INCORPORATED COUNTY OF LOS ALAMOS ADMINISTRATIVE PROCEDURE GUIDELINE

Index No. 0330

Effective: May 15, 2013

ENERGY CONSERVATION POLICY

I. Purpose

County Council adopted an Environmental Sustainability Initiative that states:

"By incorporating a value of environmental sustainability into County activities there is an opportunity to lead by example, control costs, inspire community and staff, and preserve the environment for future generations."

Adopting a policy that creates a uniform energy conservation approach will help Los Alamos County reduce electricity and natural gas usage, thereby enabling the County to seize these opportunities.

II. Responsibility

All County Department Directors are responsible for the administration and enforcement of this policy for their Department. All employees are responsible for adherence to the policy. Specific departmental needs will dictate actual application of the policy.

III. Procedure

A. It is the responsibility of all County employees to be proper stewards of County resources, which includes our consumption of energy in the course of fulfilling our mission. Adopting a uniform energy conservation approach will help control costs and spread awareness about the need for protecting our finite resources. The following areas and practices are examples where employees should be mindful of how we consume energy in the course of completing our work. The list is not meant to be exhaustive but rather reflects examples of common energy consumption areas found in the work of the County.

B. Office Equipment and Appliances:

1. Computers and peripherals should be turned off at night and on weekends when not in use.
2. During operating hours display properties and power options for computers should be set as follows:
 - a. Monitors automatically shut off after 10 minutes of inactivity.
 - b. CPU to activate sleep mode after 30 minutes of inactivity.
3. No dual monitors shall be permitted in County facilities, unless deemed necessary for efficiently accomplishing tasks.
4. No office desktop printers shall be permitted in County facilities, unless required for the frequent printing of confidential documents.
5. No personal office refrigerators or cooking devices (i.e. microwaves, hot plates etc.) shall be permitted in County facilities.

C. Lighting

1. Lights in all building areas and workspaces will not be turned on unless needed.
2. Lights in all building areas and workspaces will be turned off when not in use.
3. During daylight hours all exterior lights will be off
4. Exterior lighting will be used only when the building or facilities are occupied, unless the lighting is for security purposes.
5. Nighttime security lighting will be minimized to a level that is adequate to reasonably protect the building and facilities.

D. Heating and Cooling

1. Doors and windows at city facilities shall be kept closed when utilizing heating or cooling.
2. In accordance with the American Society of Heating, Refrigeration, and Air Conditioning Engineers (ASHRAE) recommended standards for thermal comfort, during working hours occupied facilities shall have their thermostat set between 68 and 75 degrees during the heating season and between 73 and 79 degrees during the cooling season
3. Night-time settings for heating and cooling should be utilized in all applicable facilities
4. No portable space heaters shall be permitted in properly climate controlled areas


HARRY BURGESS
COUNTY ADMINISTRATOR


DATE