



# Saving Energy Saves Jobs

## How You Can Help

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(Excerpt from *Statewide Best Practices Guidance Document – Energy Efficiency of Building Operations*)

### Energy Conservation - Workstation Operation and Plug loads

#### 1. Computers and Office Equipment

- Manage computers and office equipment in the most sustainable manner possible within the context of an agency's mission and resources.
- Manage the power environments in which computers operate through central, automated solutions that apply sleep or hibernation modes when a device remains idle. (Allow appropriate access for remote users and IT maintenance and support, such as fixes, patches and software rollouts.)
- Agencies should be implementing kW Countdown from the Commissioner level down. Settings are automatic through DoIT settings with Commissioner approval.
- In the absence of an effective central, automated solution for power management, ensure that all computer users turn off computers and all peripheral equipment after Normal Operations. An agency's chief information officer may approve the following exceptions in which an authorized user merely "logs off" his or her CPU (and turns off all peripheral equipment):
  - a. Remote access for an essential user
  - b. Mission-critical operations (full-time or seasonal)
  - c. Periodic instances of IT maintenance and support after Normal Operations
  - d. An approved exception according to the kW Countdown policy
- During Normal Operations, always turn off monitors when CPUs remain idle (a running screen saver uses energy; turning off a monitor conserves energy). Plug monitors into a power strip with other office equipment such as speakers and approved label printers (but probably not telephones); this enables single switch shutdown of office equipment after Normal Operations.
- Whenever possible, eliminate personal printers in favor of shared printers.
- Avoid printing non-critical documents. Try to make printing the exception, not the rule. Print multi-page documents in two-sided (duplex) mode, rather than one-sided mode.

- To save on energy and printing, send hyperlinks instead of document attachments, especially when sending e-mails to large distribution lists. For instructions, please contact your department's Information Technology representative.
- Develop a shared folder-file management strategy on the network for work units. This practice enables staff to view and share one set of documents electronically rather than maintaining multiple copies on the server.
- Avoid the operation of unnecessary energy-consuming devices within each workstation, such as personal cell phone chargers, speakers, label printers, electronic staplers, pencil sharpeners, etc.
- Limit the use of work critical devices and unplug them after use. Examples include camera chargers, adding machines, cell phone chargers for work phones, typewriters, etc.

## 2. Personal Appliances

- Do not use Personal Appliances in workstations or cubicles. Exception is made for personal desk fans of up to 15 watts. Administrators may approve requests for higher-watt desk fans (up to 60 watts).

- Examples of prohibited Personal Appliances (not an exhaustive list):

Candles, microwaves, coffee makers, refrigerators, coffee warmers, space heaters, crock-pots, toasters, fish tanks, warming plates, hotplates, water fountains, hotpots, electric pencil sharpeners

- All local and state fire and safety codes shall be followed.

## 3. Office Areas – General

- Turn off all office equipment when not in use.
- Buy the most energy efficient printer that meets the needs of the group. Typically a ratio of 5-12 employees per printer is sufficient.
- Shut down (using a power-off switch) copiers, printers, computer monitors, speakers and all other peripheral equipment after Normal Operations.
- Enable automatic "power down" or "energy saver" features on fax machines after Normal Operations.
- Turn on lights in work areas only when needed; turn off after Normal Operations. When employees work early or late, do not turn on or leave on any unnecessary lighting. Turn off task lights when leaving for long meetings and after Normal Operations.
- When ordering surge protectors, purchase surge protectors with occupancy sensors. These devices contain "sensored" outlets for monitors, task lights, computer peripherals, etc., and "non-sensored" outlets for computers and other sensitive equipment. Items plugged into sensed outlets will turn off 15 minutes after the occupant leaves the

space. Agencies may contact the State Energy Manager for information on energy efficient surge protectors.

#### 4. Break Rooms and Kitchenettes

- State agencies are encouraged to maintain designated break rooms for the benefit of all employees based upon the number of employees per floor and number of floors in a building. The Facility Manager and building tenants should agree on the location of break room(s), communal equipment capacity, plug loads, and custodial and safety issues.
- Kitchenettes and break rooms must not exceed agreed-upon equipment capacity or plug loads. Prior to purchasing or installing appliances for communal use, employee groups must contact their building's Facility Manager to discuss equipment or plug-load changes. Facility Managers will coordinate with Operations and Maintenance as needed.
- State agencies may request that their large appliances (refrigerators, air conditioners, space heaters, etc) be reviewed and approved by the State Energy Manager. Stickers will be provided for approved items and items to be replaced with Energy Star upon failure. If an item is reviewed and does not receive either of these ratings, it should not be allowed to operate in a state building.
- State agencies are encouraged to consult with the State Energy Manager before purchasing large appliances.
- Keep appliances in good condition, ensuring clean cooling coils or vents, ample air space and no combustible items stored above or around the appliance.
- Set the temperature set point for refrigerators at no less than 40°F.
- Remove or replace under-used or ill-maintained refrigerators.
- Use appliances in the manner and capacity designed by the manufacturer.
- Use only UL-approved appliances.
- Locate appliances in central break rooms or kitchenettes only, placing the equipment on laminated or metal counters.
- Plug appliances directly into wall outlets; do not use extension cords.
- Purchase only ENERGY STAR-rated appliances for communal use, i.e., refrigerators, dishwashers, water coolers.
- Do not use Communal Appliances in individual workstations.
- Designate Communal Appliances as "out of service" if a power emergency occurs or if DAS determines that a site has not achieved its energy-savings goals.
- Install commercial quality (grounded outlet) plug-in timers for communal water coolers and under-counter water heaters to ensure automatic shutdown after Normal

Operations. Ensure the Facility Manager approves of the equipment and its installation process.

- Unplug unnecessary appliances after Normal Operations to eliminate phantom loads and fire hazards.
- Manage state-owned appliances for energy conservation.

## 5. Night Audits

To meet the Governor's goals for energy reduction in state buildings, night audits are encouraged to determine whether tenants follow the requirements of this document.

Components of a night audit (not an exhaustive list):

- Location of unauthorized space heaters and other unauthorized items, and whether the device is on or off
- Allowed items left on
- Copiers and office equipment
- Computers, monitors, and peripherals
- Task lights and other work station plug loads
- Break room appliances (includes appliances located in work stations not designated as break rooms)

A Facility Manager or members of a Green Team (where a team exists) are encouraged to perform night audits. Results of the audit should be shared with all building occupants with goals for improvement and methods that those improvements will be made.

For more information on Green Teams, contact the State Energy Manager.

## 6. Laboratories, Ski Areas, Wastewater Treatment Facilities, and Other Special Applications

Site managers must develop energy conservation plans and standards, suitable to their facility.