California Special Districts Association

SAMPLE POLICY HANDBOOK

POLICY TITLE: Energy Conservation
POLICY NUMBER: 9050

9050.1 [*DISTRICT*] will strive to conserve energy through the adoption of several easy-to-use strategies. Whenever possible, [*DISTRICT*] will:

> **9050.1.1** Enable and set to default the eco-friendly options on all copiers, printers and other electronic equipment to enhance hibernate or log off modes.

> **9050.1.2** Enable timers for office copiers and printers that will automatically turn off unused equipment/use energy saving modes after extended periods of inactivity.

> **9050.1.3** Continue to use and properly dispose of compact fluorescent light bulbs.

> **9050.1.4** Have policy of last out person to shut down office lights and non-essential equipment. Arrange for cleaning staff to turn off lights left on after hours.

> **9050.1.5** Continue to promote dress codes that allow staff to dress according to indoor temperatures, and that reduce energy required for dry cleaning.

> **9060.1.6** Position workspaces in close proximity to natural light sources for light and heat.

9050.2 [*DISTRICT*] employees should make every effort to conserve energy on a daily basis. Whenever possible, [*DISTRICT*] staff will:

> **9050.2.1** Turn off unused lights in cubicles and hallways.

> **9050.2.2** Use additional lighting only when necessary.

> **9050.2.3** Continue the practice of equipping low-traffic areas with automatic light sensors.

> **9050.2.4** Program their computer monitors to turn off automatically after periods of inactivity. Employees can activate this function by going to **Start**→**Control Panel**→**Apperance and Themes**→**Display**→**Screen Saver**→**Monitor Power**→**Power.** Employees should set a time (.e.g. 20 minutes) for the entry 'turn off monitor.'

9050.2.5 Minimize use of active screensavers in an attempt to conserve energy and reduce the amount of wear and tear on their computers.

9050.3 [*DISTRICT*] shall train employees in proper use of heating and air conditioning systems to minimize need for added heaters or fans in the office areas. Systems should be inspected at least monthly for proper settings.