



EXECUTIVE'S OFFICE

County Courthouse
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Pete Kremen
County Executive

MEMORANDUM

TO: Department Heads and Elected Officials

FROM: Pete Kremen, County Executive

DATE: February 12, 2001

SUBJECT: *Energy Conservation*

Since my December 12, 2000 memorandum regarding energy conservation, Governor Gary Locke has declared a state of energy supply alert under Chapters 43.06 and 43.21G RCW. He further directed all state and local governmental agencies to fully comply with all orders accompanying this directive. The following measures accompanied Governor Locke's proclamation and are to be applied in all buildings and offices, where possible. The governor is seeking to decrease total electricity and natural gas use by 10 percent, and to decrease and/or shift electric consumption from peak demand periods of 8 to 10 a.m. and 4 to 8 p.m.

- Turn off office and task lights when not in use. When possible use task lights rather than overhead lights (open blinds for natural light). Turn off all nonessential lighting. Remove extra bulbs from over lighted work areas.
- At the close of business, turn off all task lights, overhead lights, computers and office equipment.
- Reduce heating temperature settings and/or raise air conditioning settings, to reduce heating or cooling load by 2 or 3 degrees Fahrenheit. Space heaters in heated spaces may be used only when working during evening or weekend hours when central heating systems are turned off.
- Turn off computers when not in use for an hour or more.
- Turn off individual coffee makers when not in use.

- Turn up thermostats on refrigerators.
- Remove light bulbs from all vending machines located in lighted areas.
- Adopt procurement policies and practices that ensure agencies are buying products and services that deliver energy savings.

Reduce power use in any other ways that are feasible.

In addition to the above, here are some other habits to be instituted:

- ✓ Turn off lights anytime you leave your office.
- ✓ Use natural light as much as possible, alleviating the need for artificial lights.
- ✓ If using task, or desk lamps, turn off office lights.
- ✓ Turn off computers if they will not be in use for more than an hour.
- ✓ Move as far away from the windows as possible.
- ✓ Close the blinds when the office is not in use.
- ✓ Eliminate unnecessary hotplates, coffeepots, toaster ovens, and other small appliances.

Please note that these energy-saving recommendations are not just for the winter months. These suggestions should be followed throughout the year to help save energy costs.

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