

Office of Management Office-Level Energy Conservation Plan

January 2010

I. BACKGROUND

This energy conservation plan represents an effort to reduce energy consumption within Office of Management (MA) office spaces and to increase employee awareness of and participation in energy conservation measures.

II. SCOPE

The plan and procedures in this document apply to all Office of Management (MA) office suites in the Forrestal and Germantown Facilities as well as the 950 L'Enfant Plaza Building. The actions and procedures set forth in this plan apply to each separate MA office suite as follows:

MA-1: 4A-107	MA-43: 1F-039	MA-70: 7E-074
MA-1.1: 7E-028	MA-43: 1F-037	MA-70: 7E-054
MA-30: GH-081	MA-43: GG-087	MA-70: BH-031A
MA-40: 8E-070	MA-43: GG-078	MA-70: GTN F-031
MA-40: GE-120	MA-50: <i>L'Enf</i> 8000	MA-70: GTN F-016
MA-41: GE-112	MA-60: <i>L'Enf</i> 710	MA-90: 1G-033
MA-42: GG-031	MA-60: <i>L'Enf</i> 820	MA-90: GE-180
MA-42: BH-039	MA-60: 1E-061	
MA-42: GE-140	MA-60: GTN F-101	

III. ENERGY CONSERVATION MEASURES and GOALS

A. Lighting

Shared Light Switches. Since the building was originally designed for open-bay seating, many employees share a common light switch with either a common area of the office or with another employee (i.e. a "Suite Mate"). In these cases, an employee can not turn off the lights without also turning-out the lights on his or her Suite Mate. However, on days when a person's Suite Mate is out of the office, that person can turn out the lights when leaving the office without affecting others. As a result, it is important that people:

- Know who their Suite Mates are,
- Know their Suite Mate's schedules, and
- Consistently turn-out the lights when leaving the office on days their Suite Mate is out of the office.

Goal: Identify 100% of all Suite Mates within each office area and instruct them to turn off lights when leaving the office during days their Suite Mates are out of the office.

Individual Light Switches. In some cases, individuals may have light switches that affect only their office space. In these instances, it is important that such people turn off their lights whenever leaving their offices, whether it's for a quick meeting or for the night.

Goal: Identify 100% of all personnel with individual light switches and instruct them to turn off lights when leaving the office.

Task Lighting. Some employees use individual floor lamps or desk lamps as task lighting. In these cases, MA will strive to ensure all of these lights use Compact Fluorescent Light (CFL) bulbs rather than incandescent bulbs. CFLs are available in the DOE supply stores.

Goal: Identify 100% of task lights and strive for 100% CFL usage.

B. Computers, Monitors, and other Desktop Electronics

Even when turned-off or switched to "sleep mode", some equipment can still draw minimum amounts of power when plugged in. To reduce energy consumption from desktop equipment, the CIO recommends that personnel plug all monitors, personal printers, scanners, speakers, and AC adaptors (e.g. for laptop power and cell phones), etc. into a power strip and turn the power strip off when leaving for the day. This will make it easy to turn-off all of these devices at once and will ensure they do not continue to draw power during nights and weekends. The one exception to this arrangement is to keep desktop computers plugged into a dedicated outlet so the CIO can use the automatic wake-up feature to install software updates during the night (computers plugged into a power strip that is turned-off can not be remotely woken). However, it is important to also shut-down such desktop computers each night. To minimize desktop equipment power consumption, each MA employee must:

- Plug all desktop electronics into a power strip (except desk-top computers),
- Turn off the power strip when leaving every night, and
- Shut-down all desktop computers when leaving for the night.

Goal: Identify whether or not plugs are correctly configured for every desk and provide power strips as needed to achieve 100% correct configuration.

C. Individual Printers, Scanners, Faxes

Some personnel have dedicated, individual printers, scanners, etc in their office for their use alone. During the vast majority of the time such devices sit idle, while still consuming power as a result of being plugged-in and turned-on.

Eliminating such devices in favor of shared, networked equipment accessible to all in the suite will minimize such power consumption. As a result, each MA office suite will identify all printers, scanners, and fax machines within the suite and indicate whether each is an individual resource (i.e. in one person's office) or a shared resource (in common area usable by many). Offices will then strive to eliminate these individual devices.

Goal: Identify 100% of all personal printers, scanners, and faxes and reduce their use to the greatest extent possible.

D. Space Heaters

While some building occupants use space heaters to maintain personal comfort during the day, these devices consume large amounts of energy. As a result, MA will strive to eliminate all space heaters. As a first step MA will identify personnel who use space heaters and ask them to consider alternatives such as dressing differently to reduce or eliminate their use. However, MA will always support heaters for medical reasons.

Goal: Identify 100% of space heaters used in MA space and strive to eliminate them.

E. Refrigerators

MA offices contain a mix of larger, shared refrigerators and smaller, individual refrigerators. MA is committed to reducing the number of refrigerators within its office space and will also strive to ensure that any justified refrigerators are Energy Star rated. MA will inventory all refrigerators to determine which are Energy Star rated and which are not.

Goal: Identify 100% of refrigerators in MA office space, indicate whether or not they are Energy Star rated, and strive to reduce refrigerators in MA office space.

F. Stairs vs. Elevators

Taking the stairs instead of the elevators can help reduce energy associated with elevator operation. MA will encourage employees to sign a pledge sheet promising to take the stairs one flight up and two flights down whenever possible. A template for the pledge sheet is attached.

Goal: 100% of employees sign the "Take the Stairs" pledge.

G. Last-Out Check List

To ensure all lights and shared equipment are turned off every night, each separate office suite will institute a Last-Out Check-List. Each office will post a copy of this check list at a main exit to the suite and have the last employee leaving each evening fill-out the check list. A template for the check list is attached.

Goal: All office suites checked 100% of evenings Monday through Friday.

H. Awards/Recognition

The MA office periodically holds awards ceremonies to recognize outstanding efforts across the organization. To reinforce the importance of energy conservation MA will recognize offices with outstanding energy conservation efforts during such ceremonies.

Goal: Recognize at least one office during each MA awards ceremony for outstanding energy conservation efforts.

I. Energy Champions and Audits/Tracking

To help MA-1 track progress and ensure maximum participation, each MA office suite (as identified in Section II above) must appoint an energy champion. To maximize responsibility and participation, each suite should have a different energy champion. Each energy champion will:

- Brief other members of the office on the elements of this conservation plan, and
- Audit and track progress with the Energy Conservation Audit and Tracking Sheet provided (attached).

Goal: Submit an initial tracking sheet to MA-1 by 15 Feb 2010 and Submit subsequent tracking sheets to MA-1 two weeks prior to each MA awards ceremony.

**“Take the Stairs”
Pledge**

I, _____ pledge to help conserve energy at the DOE Headquarters by skipping the elevator and taking the stairs one flight up and two flights down whenever possible.

Date: _____

Last-Out Energy Conservation Check List

Office Symbol/Name: _____ Suite Room Number: _____

Date/ Initials	All Lights in Suite are Off?	All Printers in Suite are Off?	All Scanners in Suite are Off?	Coffee Maker in Suite is Off?	All Entrances to Suite are Locked?

MA Office-Level Energy Conservation Audit and Tracking Sheet

Office: _____ Suite Room Number: _____ Suite Energy Champion: _____

Date Completed: _____

Participation and Tracking List:

Employee	Suite Mate (i.e. Shares Lights With:)	Power Strip(s) Configured Correctly? (yes or no)	Individual Printers or Scanners (list each)	Signed the "Take the Stairs" Pledge? (yes or no)	Space Heater? (yes or no)	Task Lights with CFL's? (NA, yes or no)

Last-Out List:

List posted at suite main entrance (yes or no)? _____
 Percent of evenings checked since last tracking sheet submission? _____

Refrigerators:

Number of Refrigerators in the Suite _____
 Number of Refrigerators that are Energy Star rated _____