

Office Energy Conservation Measures

We need your help! The hottest days of summer are upon us and adding pressure to the State power grid. California has already experienced record energy use in recent weeks, and more hot weather is expected. **All departments and employees are directed to immediately implement the following power conservation measures:**

- **Turn off lights when not in use**, including: non-essential overhead lighting in day-lit areas, lighting in unoccupied rooms, equipment and storage areas. Reduce overhead lighting use as appropriate, using task lighting for higher lighting levels at workspaces. Switch off decorative lighting, signage and other lighting inside and out not necessary for security and safety. Maintain security and safety lighting to the lowest acceptable levels.
- **Close blinds** and window coverings on all solar exposed windows during appropriate times of the day or when rooms are not in use to block direct sunlight. When not in direct sunlight, open blinds and shades to reduce or eliminate the need for overhead lighting.
- **After business hours, turn off monitors, printers, and other equipment** except for essential equipment needed for after hours operation (e.g., e-mail, e-mail servers, fax machines or other essential equipment). Some offices will need to **leave personal computers on after hours** for security reasons. Before shutting down personal computers, employees should check with their Information Technology staff about any recommendations or security concerns when shutting down personal computers after business hours.
- **Thermostats should not be set below 78 degrees F** in summer unless such a temperature in a particular job or occupation may expose employees to a health and safety risk. Dress in appropriate warm weather business attire.
- **Keep windows and doors closed** to prevent loss of cooled air during the warmest parts of the day.
- **Minimize use of portable electric devices** (e.g., microwaves, toaster ovens, electric heaters, or personal fans).

Don't Forget About Saving Energy at Home

Peak energy usage hours often extend into early evening hours when most people arrive home from work. Help avoid additional power supply shortages (and reduce your energy bill) at home by following these additional tips:

- **Turn off unneeded lights.** Avoid lighting an empty room and take advantage of natural light whenever possible.
- **Turn up the thermostat.** Set your thermostat to 78°F or higher when you are home and 85°F or off when you are away. Save 1 to 3% per degree on your summer electric bill, for each degree the thermostat is set above 72°F.
- **Use appliances wisely.** To help prevent electricity outages, use major appliances before noon or after 7 p.m.
- **Use ceiling fans** instead of the air conditioner to cool the room.
- **Line dry your clothes.** Save up to 5% on your summer electric bill.
- **Reduce the operating time** of your pool filter and automatic pool-cleaning sweep, and operate them only before noon or after 7 p.m. Save 1 to 2% on your summer electric bill for each hour of reduction.