

Curtailment Measures

Reference Management Memo 09-04. The following table lists actions that will reduce electrical load during Stage 1, 2, or 3 electrical emergencies.

Curtailment Measures to be performed – Action description:	Std Ops	Stage		
		1	2	3
Part A. Building Heating and Cooling Systems.				
1. Control HVAC equipment so that interior air is not mechanically heated above 68° F in winter nor mechanically cooled below 78° F in summer.	X	X	X	X
2. Set HVAC to allow building air temperature to fluctuate at a target range of ± 2° F from the temperature set point for a total fluctuation of 4° F to avoid wasteful over-control patterns.	X	X	X	X
3. Reduce all electric heating and HVAC loads to the minimum levels required for health and safety.				X
4. Adjust south and west-facing window blinds or coverings, if installed, to prevent solar heat entry during summer and prevent heat loss in winter.	X	X	X	X
5. Use HVAC economizers, if installed to effect optimum duty cycle and/or other measures to optimize compressor startups. Employ all “pre-cooling” options for buildings.	X	X	X	X
6. Set domestic hot water temperature at 105° F or less.	X	X	X	X
7. Keep outside doors and windows closed.	X	X	X	X
8. Set temperature at computer data center to manufacturer’s specification maximums (equipment warranty limits).	X	X	X	X

Curtailment Measures to be performed – Action description:	Std Ops	Stage		
		1	2	3
9. Specify any additional opportunities for electrical curtailment.				
Part B. Building Lighting Systems				
1. Turn lights off when rooms are not in use.	X	X	X	X
2. Install and/or enable Occupancy Sensors.	X	X	X	X
3. Reduce overhead lighting as much as possible without creating unsafe conditions or interfering with normal work (i.e. half-bank switching, task lighting, or day lighting).			X	X
4. Reduce lighting in work areas to minimum acceptable levels, but not so low as to create an unsafe work environment.				X
5. Custodial personnel shall turn on lighting only while cleaning; where possible work in teams one floor at a time to reduce lighting.	X	X	X	X
6. Keep safety and security lighting at lowest acceptable levels. Switch off inside and outside decorative lighting.		X	X	X
7. Specify any additional opportunities	X			
Part C. Building IT / Computer and Copier Systems				
1. Consolidate use of photocopiers and printers. Turn off redundant equipment and use nearby units.	X	X	X	X

Curtailment Measures to be performed – Action description:	Std Ops	Stage		
		1	2	3
2. Limit use of all other non-essential IT equipment including printers, scanners, copiers, monitors for file and application servers, and other peripherals.			X	X
3. Turn off all other non-essential IT equipment including printers, scanners, copiers, monitors for file and application servers, and other peripherals.				X
4. Turn off monitors for file and application servers when not in use.				X
5. Minimize use of personal computers/monitors not essential to conducting state business.			X	X
6. Turn off personal computers and monitors that are not essential to conducting state business. Maintain at least one computer and its e-mail server in order to receive critical communications.				X
7. Limit use of non-essential test or laboratory equipment.			X	X
8. Turn off non-essential test or laboratory equipment.				X
9. Specify any additional opportunities for electrical curtailment.	X			
Part D. Building Plug-in Loads				
1. Unplug or disconnect drinking fountains with coolers where possible.		X	X	X
2. Minimize use of non-essential appliances, coffee machines, microwaves, toaster ovens, personal fans, and coolers for bottled water.		X	X	X

Curtailement Measures to be performed – Action description:	Std Ops	Stage		
		1	2	3
3. Strictly limit use of non-essential appliances, coffee machines, microwaves, toaster ovens, personal fans, and coolers for bottled water.			X	X
4. Turn off non-essential appliances, coffee machines, microwaves, toaster ovens, personal fans, and coolers for bottled water.				X
5. Are there any additional opportunities for electrical curtailement?	X			