



California State Department of General Services

Let's Conserve Energy

California continues to experience unprecedented electrical shortages throughout the State. To reduce the risk of power outages, the most important thing you can do is "Flex Your Power" by identifying and curtailing all unnecessary electrical usage.

We expect our business relationship with you will continue to thrive; however, this current energy challenge demands that all of us review our "business-as-usual" practices. Right now we can work together to reduce the demand for electricity *and* use energy more efficiently. Here are some things we are doing that might work for you too:

Reduce Lighting Demand

- ☞ Turn off lights when not in use, especially at the end of the day.
- ☞ Connect lighting to motion sensors-- No action, no light.
- ☞ Install low demand, shorter fluorescent bulbs in production areas.
- ☞ Cut area lighting during Stage 2 and Stage 3 alerts and during peak hours of 12 Noon to 8:00 pm in hot weather or 5 a.m. to 9 a.m. and 4 p.m. to 7 p.m in cool weather.
- ☞ Install low-demand sodium systems in garages.

Office Equipment Usage

- ☞ Turn off computers, desk equipment not in use, especially at the end of the day.
- ☞ Reduce the use of portable appliances, such as microwaves, toasters, and space heaters.
- ☞ Turn off copiers, printers and other (electrical) office equipment not in use.

Production Scheduling

- ☞ Initiate shift changes at plant to conserve energy, especially during peak hours.
- ☞ For maintenance, use group cleaning—finish one area (or floor), turn out the lights, move to the next area (or floor).

Heating & Air Conditioning

- ☞ Set thermostats at levels requiring the least demand, consistent with workplace operational needs and employee health. (We use 68° in the winter and 78° in the summer with fluctuations limited to plus or minus 4°.)
- ☞ Keep doors and windows to the outside closed during winter and when air conditioners are running during the summer.
- ☞ Inspect and upgrade insulation and molding.

Energy-Efficient Buildings

- ☞ For non-residential buildings, design new construction to exceed the requirements in the California Building Code/California Energy Code (Title 24, Part 6, Subchapter 5).

Remind Employees

- ☞ Post eye-catching signs and posters in work areas to remind everyone of the crisis; list what they should and should not do.
- ☞ Write and distribute procedures to follow at work for Stage 2 and Stage 3 emergencies.
- ☞ Distribute tips for energy conservation at home.
- ☞ Include energy awareness messages at your organization's web sites.

With the “flex-power” of nearly 35-million people and the sixth largest economy in the world, Californians can significantly reduce electricity demand, help avoid shortages, and lower our energy bills.