

MANAGEMENT MEMO

NUMBER:

MM 14-07

SUBJECT:

STANDARD OPERATING PROCEDURES FOR ENERGY MANAGEMENT IN STATE BUILDINGS

DATE ISSUED:

July 31, 2014

EXPIRES:

UNTIL RESCINDED

REFERENCES:

EXECUTIVE ORDER B-18-12, MANAGEMENT MEMO 13-06
SUPERSEDES MM 09-04

ISSUING AGENCY:

**DEPARTMENT OF
GENERAL SERVICES**

Purpose

This Management Memo (MM) amends the *Standard Operating Efficiency Procedures* regarding efficient energy management in state buildings during normal operations, as specified in [Executive Order B-18-12](#) and the [Green Building Action Plan](#).

Policy

All state agencies shall follow the [Standard Operating Efficiency Procedures](#) for managing energy usage in state-owned buildings and, as practical, in state-leased buildings.

For information on actions state agencies shall take during electrical emergencies, including rotating outages and blackouts, refer to [MM 13-06](#), *Procedures for Energy Management in State Buildings during Electrical Emergencies*.

Who is Affected

All state agenciesⁱ shall follow these procedures. It is requested that entities of state government not under the Governor's direct executive authority also implement similar measures.

Changes to Procedures

The *Standard Operating Efficiency Procedures* incorporate the following changes:

- Clarifies roles and responsibilities;
- Requires energy saving features on computers, copiers and printers;
- Requires state agencies to purchase ENERGY STAR-rated equipment;
- Requires some form of daylight controls near windows and under skylights under specified conditions;
- Includes Demand Response guidelines; and
- Includes policies and procedures on plug load.

Note: "Plug Load" is electrical consumption from any device that plugs into a building's electrical system. It can account for roughly 25 percent of total electricity consumed within office buildingsⁱⁱ. In addition, plug loads are on the rise, representing one of the fastest growing uses of energy in commercial buildings. As such, reducing plug loads offers significant, cost-effective energy savings potential for state agencies.

ⁱ As defined under Government Code Section 11000 (a), "state agency" includes every state office, officer, department, division, bureau, board, and commission.

ⁱⁱ [Plug Load Control](#), U.S. General Services Administration, September 2012

Background

On April 25, 2012, Governor Brown issued [Executive Order B-18-12](#) which includes an implementation plan titled, “The [Green Building Action Plan](#).” This plan requires the Department of General Services to work with other state agencies to develop policies and guidelines for the operation and maintenance of state buildings to achieve operating efficiency improvements and water and resource conservation.

Among other things, the Executive Order requires state agencies to:

- Take measures toward achieving Zero Net Energy for 50 percent of the square footage of existing state-owned building area by 2025;
- Take measures to reduce grid-based energy purchases for state-owned buildings by at least 20 percent by 2018, as compared to a 2003 baseline, and reduce other non-building, grid-based retail energy purchases by 20 percent by 2018, as compared to a 2003 baseline; and
- Participate in “demand response” programs to obtain financial benefits for reducing peak electrical loads when called upon, to the maximum extent that is cost-effective for each state-owned or leased facility, and does not materially adversely affect agency operations.

To meet the Executive Order requirements, state agencies must ensure that they are operating at a high standard level of operating efficiency.

Additional Resources

1. [Plug Load Best Practices Guide](#): Managing Your Office Equipment Plug Loads, New Buildings Institute.
 2. [Commercial Plug Load Energy Use Policy](#): What's in Place, Pending and Possible, New Buildings Institute, April 2013.
 3. [Plug Load Control](#), U.S. General Services Administration, September 2012.
 4. [Assessing and Reducing Plug and Process Loads in Office Buildings](#), National Renewable Energy Laboratory, April 2013.
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