



## Administrative Policy AP-9

# ENERGY MANAGEMENT AND CONSERVATION

### **Purpose:**

This policy is intended to support the reduction of energy consumption in Albemarle County office buildings, sustain the County's commitment to environmental improvement, and ensure a successful partnership with ENERGY STAR®. Guidelines are provided in this policy concerning practices aimed at lowering energy consumption, as well as effective use and procurement of energy-consuming equipment. Through implementation of this policy, a positive environmental impact and cost savings for the County should result.

### **Applicability:**

This policy applies to the County of Albemarle local government buildings and employees.

### **Authority**

This policy is provided under the authority of the County of Albemarle County Executive's Office.

### **Scope**

#### **A. Heating, Ventilation, and Air Conditioning**

1. During occupied hours, the buildings will be cooled or heated to a pre-determined temperature range based on the 2004 American Society of Heating, Refrigerating and Air-Conditioning Engineers (ASHRAE) Thermal Comfort Standard (ASHRAE 55-2004):
  - Heating Season – 68° F to 75° F
  - Cooling Season – 73° F to 79° F
2. During unoccupied building hours (weekday evenings, weekends, and holidays), the temperature will be set back to the following temperatures to allow the County to efficiently and economically conserve energy:
  - Heating Season – 63° F
  - Cooling Season – 84° F
3. Cooling and heating for scheduled meetings/events outside of routine business hours will be provided based on need and/or a scheduled request. Each Department should provide General Services with a list of individuals authorized to request off-hour/holiday heating or cooling. General Services must be notified with the dates, times and location of special events at least 48 hours in advance. These requests should be kept to a minimum to assure the most efficient and economical operation of facilities.
4. Building occupants and staff are requested to keep windows and outside doors closed while the air conditioning and heating are on.
5. Personal space heaters are prohibited. These heaters use an inordinate amount of energy, can be a fire hazard, and also work against the pre-settings of the thermostat. Employees are encouraged to dress for their personal thermal comfort. Exceptions may be granted by the General Services Department for employees with a medical condition or some extenuating circumstance.
6. Timers will be installed on hot water heaters to ensure they are turned off when not in use. Heat traps and insulation may be installed on hot water heaters, as feasible, in order to conserve energy.

**B. Lighting**

1. Lights are to be turned off in unused areas, with the exception of emergency lighting.
  - When an employee leaves his/her office, he/she should turn all lights off.
  - Custodial staff will turn off lights in the building after cleaning is completed each afternoon/evening.
2. Compact fluorescent bulbs (CFLs) are to be used in desk lamps, in place of halogen or incandescent bulbs.
3. Occupancy sensors are to be installed where logistically feasible, and shall be specified in all construction and renovation projects.
4. All renovation and construction projects that involve lighting must be approved by General Services Environmental Compliance Manager and Chief of Public Works to ensure that light levels and equipment types meet certain industry standards for energy efficiency. (e.g. T-8 bulbs and electronic ballasts should be used as they provide the most efficiency)

**C. Electronic Equipment**

1. Computers, printers, and copiers shall be turned off at the end of each work day. It is acceptable to leave fax machines on if a fax is expected overnight, but otherwise, fax machines should be turned off as well.
2. During work hours, all capable PCs should be programmed for the highest energy saving mode appropriate for the particular PCs using the *power options* feature.

**D. Procurement**

1. To the extent legally permissible, products carrying the ENERGY STAR® label (e.g. appliances, electronic equipment, roofing, etc.) shall be given procurement preference.
2. If ENERGY STAR® labeled products are not available, the purchase of energy efficient equipment should be pursued.

**E. Building Envelope**

1. Window, door, roofing and other insulation materials will be periodically inspected for efficiency (e.g. air-tightness, etc.) by the General Services Department (or certified contractor) in order to evaluate any need for replacement or updating.

**F. Periodic Internal Audits**

1. To ensure this policy is successfully implemented, internal audits will be conducted periodically by the County's Energy Management Team, or designee(s).
2. Audits will cover all sections of this procedure, and all County government facilities.
3. Audit results will be documented and retained by the Environmental Compliance Manager.
4. Audit findings will be addressed by the County's Energy Management Team.

Issued:

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Robert W. Tucker, Jr.  
County Executive

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February 27, 2008  
Date