

**CITY OF BEAUMONT
POLICIES AND PROCEDURES MANUAL**

Policy Number: 7.5

Subject: Energy Efficiency

Effective Date: July 1, 2001

Approved By: Stephen J. Bonczek
City Manager/Date

Kirby Richard/09/11/01
Central Services Director/Date

I. Purpose

- A. The purpose of this policy is to provide consistent, but flexible, procedures which municipal building occupants must follow to reduce energy consumption and utility cost in both City-owned and leased buildings without adversely affecting employee productivity or comfort.

II. Responsibilities

- A. Department Directors are responsible for building operations and adherence to this policy. If unable to comply with this policy, the department director is responsible for recommending alternatives in writing for review by the City Manager.
- B. The Building Services Division is responsible for assisting with policy compliance and monitoring energy usage. Upon the City Manager's request, Building Services will provide operational reports and reviews.
- C. City employees are responsible for adhering to the energy reduction measures as outlined in this policy.

III. Rules/Procedures

- A. Cooling and heating guidelines must be followed in all City-owned buildings and leased space. In facilities which have been leased by the City and where landlord absorbs the cost of utilities from rental payments, the requirements as stated in this policy shall be guidelines for recommended practices.
- B. Cooling Operations: The thermostat should be adjusted so that the temperature does not fall below 76 degrees F in the warmest occupied area.
- C. Heating Operations: The thermostat should be adjusted so that the temperature does not exceed 70 degrees F in the coldest occupied area.

- D. If temperature requirements differ from those stated in this policy, Department Directors must submit a plan stating reasons for deviating from this policy and recommended solutions for the City Manager's review and approval.
- E. Use of space heaters is prohibited in areas where central air conditioning is provided.

IV. Recommended Energy Reduction Measures

- A. Individual office lights should be turned off if occupant is going to be away more than 10 minutes.
- B. Office lighting in common areas should be turned off at the end of the work period if area is not occupied.
- C. Turn off computers and other office equipment overnight and weekends. Check with the Information Systems Division to ensure system may be turned off after hours.
- D. Open blinds or drapes in cooler months to let the sunshine warm the office. Close blinds and drapes in the warmer months.
- E. If away from the computer for extended periods, turn off the monitor. Newer computers have energy saving monitors and do not require manual switching.
- F. Report any malfunctioning electrical system to the Building Services Division.