



## Managing Energy Conservation at your Workplace:

### Deputy Directors and Managers:

- Assign an individual in each work area to ensure computers, copiers, printers and room lights are turned off at the end of the workday.
- Send periodic e-mail reminders about turning off lights and computers and implementing other energy-efficient practices.
- Post signs near light switches, copiers and communal printers to remind employees to conserve.
- In facilities where temperatures are kept higher to reduce air conditioning use during the summer, allow employees to wear cooler, appropriate attire throughout the week.

### Directors

- Assign a lead staff person responsible for department coordination to ensure energy conservation measures are implemented.
- As appropriate, ensure measures are implemented with a minimum of disruption to public services. In those facilities with frequent public use, make sure the public is made aware of City efforts to conserve energy.
- Discourage use of City offices by employees outside of normal work hours (6 a.m. to 6 p.m., Monday-Friday).

*Together we will continue to make a difference!*

## Your Guide to Energy Related Websites:

### Regional

SDG& E  
<http://www.sdge.com>

San Diego Regional Energy Office  
<http://www.sdenergy.org/>

Utilities Consumers Action Network (UCAN)  
<http://www.ucan.org/>

### State

California Energy Commission  
<http://www.energy.ca.gov/index.html>

California Flex Your Power  
[http://www.ca.gov/state/fyp/fyp\\_homepage.jsp](http://www.ca.gov/state/fyp/fyp_homepage.jsp)

California Independent Systems Operators (ISO)  
<http://www.casino.com/>

Governor's Website \*Click on "Issues" and then "Energy"  
<http://www.governor.ca.gov/>

California Public Utilities Commission  
<http://www.cpuc.ca.gov/>

### Federal

Environmental Protection Agency (EPA) "Energy Star"  
<http://www.energystar.gov/>

Federal Energy Regulatory Commission  
<http://www.ferc.fed.us/>

Low Income Home Energy Assistance Program (LIHEAP)  
<http://www.acf.dhhs.gov/programs/liheap/>

American Council for an Energy Efficient Economy  
<http://www.aceee.org/>

**Energy saving reminder signs for City offices and facilities can be downloaded directly from our website [www.sandiego.gov/energy](http://www.sandiego.gov/energy). For pre-printed signs, please contact the Environmental Services Department's Energy Conservation and Management Energy Hotline at (858) 694-7000 or e-mail us at [energy@sandiego.gov](mailto:energy@sandiego.gov).**



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This information is available in alternative formats upon request.

City of San Diego



# Energy Conservation Action Plan

**A Guide  
to Getting Us  
Through the Year**

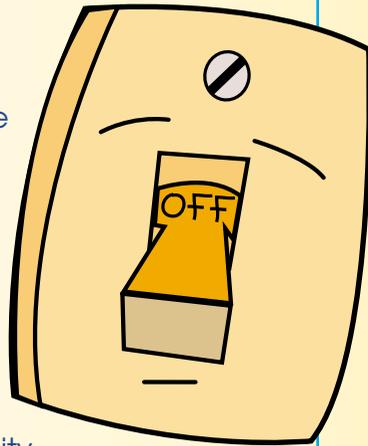
*Together we can make a difference!*

## Employee Conservation Efforts Made the Difference

In March 2001, the City of San Diego experienced rolling electrical blackouts for the first time since World War II. Skyrocketing energy prices were predicted to double the City's energy costs to \$34 million annually and the California Public Utilities Commission warned of as many as three to four rolling blackouts a week. The City of San Diego, along with other California cities, was in the midst of an unprecedented energy crisis.

The City of San Diego took action and created a Summer Energy Action Plan to battle the summer energy crisis and then continued conservation efforts throughout the fall and winter with a Winter Energy Action Plan. Combined with City efforts to reduce high energy using machines in facilities, City employees significantly reduced energy use in their office spaces. As a result, the City of San Diego avoided costs of \$3,228,005 which reflected a 13 percent overall energy budget savings when comparing calendar year 2000 and 2001. Additional savings occurred when individual City divisions that reduced electric consumption by a minimum of 15 percent qualified for \$245,000 in rebates from San Diego Gas & Electric's "20/20 rebate program."

Although the City's efforts proved that energy conservation works it does not stop the increase of energy costs which result from deregulation. The City is continuing to seek ways and technologies to reduce energy use and year-end costs and ultimately make the City of San Diego energy independent.



## Purpose of Year Round Energy Conservation Plan

By implementing the following simple energy saving measures we can continue to reduce the City's energy consumption and redirected cost savings to fund programs, special projects, and employee salaries. Our efforts will help instill within all City employees permanent "energy saving habits" that can be used both at work and at home. Our conservation efforts will also help the City fulfill Mayor Murphy's Goal # 9 in his State of the City Address 2001: Pursuit of Energy Independence for San Diego's long-term future.

### Policy

In an effort to continue reducing City energy consumption, the actions described in the Energy Conservation Action Plan are mandatory unless an exception is granted by the City Manager.

## Energy Conservation Measures for all City Employees

### Electrical Plug loads

- *Electrical loads from plug-in equipment can account for up to 30 percent of a building's total energy usage and is easily managed.*
- *Remove from City workspaces all unneeded personal electrical appliances, such as fans, space heaters, electric water fountains, refrigerators, clocks, radios, etc.*
- *Utilize energy saver modes on copiers and other equipment.*
- *Activate power saving features on all computer systems.*
- *Turn off printers, copiers and computers every night.*
- *Unplug television sets when not in use.*

### Heating and Cooling

- *Heating and cooling accounts for the greatest use of energy in an office building, even buildings heated with natural gas rely on electricity to run the system fans.*
- *Summer room temperatures: set wall mounted thermostats to 78 degrees F.*
- *Winter room temperatures: set wall mounted thermostats to 68 degrees F.*
- *Keep windows and doors closed to help maintain room temperatures and not affect air conditioning or heating units.*
- *Close doors in unused rooms.*
- *Report broken or cracked windows to Facility Maintenance.*
- *Set hot water heaters no higher than 105 degrees F.*

### Lighting

- *Building lighting accounts for about one-third of the electric energy use in a typical office.*
- *Open blinds to maximize natural light and turn off all non-essential lighting in work areas.*
- *Utilize task lighting rather than overhead lighting where feasible.*
- *Report exterior lights that are on during the daytime.*
- *If you are the last person leaving a room, turn off all lights and unused equipment.*
- *Turn off room lights in unused rooms.*

