

# City of Manchester

## **Energy Policy**

The management of all energy used from electricity to fossil fuels (oil, natural gas, propane) is everyone's responsibility.

The City of Manchester has a diverse collection of buildings that use utilities for a wide range of purposes. We need lighting and heat for our office buildings; our fire stations house people overnight, and many buildings have high use technology that consumes energy. Spending money to operate equipment, light and heat our buildings, and provide hot water for sanitation is inevitable. However, frugal utilization of these resources is everyone's (all employees and patrons) responsibility. The fewer dollars spent for these purposes mean more money available for each City department to advance its mission.

## **Responsibility**

1. Responsibility for developing an "Energy Conservation Ethic" within Manchester's municipal buildings rests with all employees, and members of the community
2. Each Department Head will assign a "Building Energy Manager" for each building under their respective responsibility. The Building Energy Manager is responsible for the total energy usage of his/her building and should engage in energy audits periodically. This person will communicate audit results to their department head.
3. The primary occupant of any given space has responsibility within that space to implement energy conservation measures.

## **A. Lighting**

1. All lights will be turned off in any area which will be unoccupied for a period in excess of fifteen (15) minutes except for corridors, stairwells, and at exits as required by code.
2. All lights will be shutoff or reduced (if multiple banks of lights exist) whenever adequate natural day lighting can be utilized.
3. Decorative lighting is not permitted.
4. All outside lighting will be turned off during daylight hours.

## **B. Temperature Control**

1. Heating season temperatures of 68 degrees will be maintained in all offices and occupied spaces during occupied hours and 63 degrees during unoccupied hours. Cooling season temperatures will be 78 degrees during occupied hours and 87 degrees during unoccupied hours (only applicable to conditioned spaces).
2. Personnel will not obstruct ventilation ducts or return air grills with books, shelves, charts, furniture, plants or anything else.
3. Personnel will not obstruct hot water radiation with books, shelves, charts, furniture, plants or anything else.
4. All windows and doors must be kept closed during the heating season or when air-conditioning units are in operation. Windows may only be opened when temperatures are between the range of 68 degrees and 72 degrees.

5. If extreme room temperatures exist, for example less than 64°F or greater than 82°F during the heating season, this shall be reported to the Facilities Division in a timely manner.
6. Windows are to be closed and latched by personnel at the conclusion of the day, without exclusion.
7. Entrances and exits to all buildings shall be limited where possible in their use to minimize heat loss.
8. Broken windows, doors, etc. shall be reported to the Facilities Division in a timely manner.
9. Unauthorized personnel found tampering with temperature regulating devices such as thermostats or valves will be subject to disciplinary action.
10. Portable space heaters, fans, appliances (such as refrigerators and radios) , or any other personal electric equipment of any kind are banned from use as a matter of safety and energy conservation.
11. Employees are encouraged to have available sweaters, sweatshirts or similar clothing when it is apparent the temperatures contained within this policy causes personal discomfort. People should adjust their clothing to suit their personal comfort and not adjust the environment to their personal comfort.
12. Any heated equipment areas such as garage bays for vehicles shall be maintained at 48 degrees or lower during the heating season. Air conditioning will not be used to condition these spaces whosoever.
13. Doors are to remain closed when HVAC systems are operating. Ensure doors between heated/air-conditioned spaces and non-heated/non-air-conditioned spaces remain closed at all times.

### **C. Information Technology**

Most people feel computers and electronic equipment use very little electricity. That is a fact. However, when you consider the thousands of pieces that can be shut off the savings to the City is sizeable. Many studies have concluded this savings to an organization is substantial. All high tech firms require their employees to shut down at night and on the weekends.

The Information Systems Department requires all computers to be shut down at the end of the day if not in use. Other policies may be directed by the Director of Information Systems.

### **D. Other**

**Unplug my TV/VCR/DVD, etc. when not in use.** Televisions, DVD/video players, microwaves, coffee pots, etc. consume energy even when turned off. A typical setup of a TV, DVD and VCR may consume over 15 Watts of energy, just by being plugged in.