



## Memorandum

**DATE:** June 13, 2012  
**TO:** Reid Spaulding R.A.  
**FROM:** Marc Lynn  
**SUBJECT:** Energy Conservation Guidelines

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In support of Pima County's sustainability goals and reducing costs, the following guidelines will be followed in all Pima County facilities.

Thermostats will be automatically set to 68.0 degrees F for heating and 75.0 degrees F for cooling (+- 2 degrees) during hours of occupancy. Hours of occupancy shall be defined as 30 minutes prior to and 60 minutes after public hours of operation. For any hours outside of 6:00 am to 6:00 pm Monday through Friday, departments will be charged \$30.00 dollars an hour for "after-hours" electrical use. An exception is made for facilities that operate 24 hours a day or require cooling for essential equipment as determined by the IT director.

Only the Facilities Management Director can authorize "after-hours" usage of HVAC and/or lighting. The requesting department Director must contact the Facilities Management Director and arrange for any such "after-hours" usage 48 hours in advance.

Thermostats shall be programmed to automatically adjust after hours of occupancy. Each will be set-back to 55 degrees when heating and set-up to 85 degrees when cooling.

Temperature set points will be maintained by the Pima County Facilities Management Department Energy Division.

Lights are to be turned off when not in use.

Personal electronic devices and appliances are prohibited. Refrigerators, microwaves, coffee pots, fans and any other personal items that consume electricity are not allowed in personal offices or cubicles unless medically necessary. Communal break rooms are provided within Pima County facilities.

Facilities Management Department personnel is available to look at individual departments, floors, portions of floors and give recommendations if you currently do not have a communal break room.

The Facilities Management Department encourages the use of individual/office non-electricity consuming holiday displays/decorations. Facilities Management will continue to support traditional exterior holiday light displays/decorations based on past history and due to its temporary status.

All electric decorations must be inspected each year prior to use to insure that there are no breaks or cracks in the cords, prongs are securely fastened, and there is no danger of electric shock. All electric decorations must be UL approved. All electric decorations must be unplugged at the end of the workday.