

**COUNTY OF RIVERSIDE, CALIFORNIA
BOARD OF SUPERVISORS POLICY H-4**

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Policy:

It is the policy of the Board of Supervisors that all County departments are responsible for conserving energy. The following departmental responsibilities are instituted to assure compliance:

A. The Economic Development Agency will:

Building Heating & Cooling Systems

1. Set air conditioning and heating controls to comply with settings so as not to cool below 76 degrees, and not to heat above 68 degrees. Where a single temperature set point is, or where a system cools and heats simultaneously, the equipment will be operated in a manner that minimizes the use of electrical energy.

Note: Where a thermostat controls the temperature in more than one room, the measurement may be taken in the room containing the thermostat or any other room controlled by the device. For purposes of determining compliance, the room with the highest temperature (when cooling) and the lowest temperature (when heating) may be measured.

2. Set hot water heater thermostats in staff rest rooms so as to provide hot water at temperatures at or below 105 degrees.
3. Where feasible, use lockable covers and limit-controls to restrict access to thermostats.
4. The County Executive Officer, Assistant County Executive Officer, or Assistant County Executive Officer/EDA can direct the adjustment of thermostats when it is determined necessary
5. Whenever possible, operate and adjust building controls to get optimum advantage from outside temperatures for meeting cooling demand (e.g., using outside air economizers and night flush cycles). Avoid operating chillers and compressors when possible. Employ all “pre-cooling” options for buildings.
6. Inspect and maintain ducts, air filters and related hardware to maximize effectiveness at the lowest acceptable power use.
7. Maintain all HVAC equipment at maximum energy efficiency through preventative and corrective maintenance on a regular basis.

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8. Utilize high-efficiency components in new construction and maintenance activities (e.g., premium efficiency motors, VFD's, VAV's, etc.)

Lighting

9. Adjust illuminations levels to recommended foot-candles for current space utilization.

EXAMPLES:

General Office 75*
Accounting/Bookkeeping 100
Drafting/Designing 100
Conference Rooms 50
Corridors 15
Lobbies/Reception Areas 20
Library 50-100*
Rest Rooms 20

* *Illumination levels may vary, based on specific tasks performed.*

10. Replace incandescent lamps with fluorescent lamps or other high efficiency lamps, where possible throughout County buildings.
11. Turn off all lights in unoccupied rooms. Install occupancy sensors, if possible.
12. Reduce lamps in number and/or wattage to provide the lighting level appropriate for the activities of the area affected.
13. For fluorescent lights, make a special effort to replace older, inefficient ballasts with more efficient ballasts.
14. When cost effective, install automatic daylight controls in day-lit zones (near windows and under skylights).
15. Have custodial personnel turn lights on only as needed and turn lights off when their work is done.

Building Controls

16. Utilize building automation systems to help manage and conserve energy by controlling building schedule. Adjust and monitor building schedule to operate lighting and motor-driven devices in an energy-efficient manner.

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17. Set system schedule so that County-owned and leased buildings are operational from 6:00 AM through 5:30 PM Monday through Friday (excluding facilities that are designated as 24/7 or continuously operational). All non-essential lighting and other electrical loads shall be minimized outside of normal building hours.
18. Develop and implement an After-Hours Facilities Usage Program to enhance energy-efficiency and limit after-hours usage to essential activities.

Water Conservation

19. Install and utilize low-water usage irrigation parts.
20. Cut grasses to taller height to minimize evaporation and conserve water.
21. Utilize drought-tolerant foliage throughout the County.
22. Where applicable, consider utilization of artificial turf.
23. Reduce watering frequency by 25%.
24. Utilize underground irrigation strategies to minimize evaporation and maximize water absorption.
25. Water landscaping in the early morning hours and ensure that irrigation systems are working efficiently with no water run-off.
26. Utilize chipper mulch for fertilization and to reduce evaporation rate.

Energy Conservation Program

27. Work with the local utilities to develop a comprehensive plan that will allow for reduction in utility use during Stage 3 Alerts, thus enabling the County to remain on line at all times, with no interruption in service.
28. Comply with the County's Sustainable Building Policy H-29 to ensure that all new construction projects pursue LEED certification.
29. Establish and manage partnerships with local utilities to assist the County with energy audits, technical support, energy or water efficiency, building design and project funding sources.

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30. Whenever possible, pursue outside funding or incentives for energy retrofit projects, in partnership with local utilities or other outside agencies.

Rebate/Incentive Program Types

31. Rebates and incentives available to the County include, but are not limited to, the following categories:
- a. Incentives/rebates for reduction in energy or water use
 - b. Incentives/rebates for energy-efficient building design
 - c. Rebates for the purchase of energy or water efficient products and equipment.
 - d. Incentives/rebates for installation of renewable energy systems (such as solar, wind or fuel cell)

Rebate/Incentive Application Process

32. Ensure accurate processing and tracking of rebates and incentives county-wide by having primary responsibility for the following:
- a. Reserving rebates or incentives (where applicable),
 - b. Completing and submitting rebate or incentive applications (and any required documentation),
 - c. Receiving all rebate or incentive payments
33. Will encourage and facilitate communication with other county departments anticipating project rebates/incentives so that the process for obtaining them can be initiated and tracked.

Use of Rebates & Incentives (Efficiency Project Fund)

34. All rebates and incentives earned by County projects for energy or water efficiency will be deposited into a separate, interest-bearing fund within the Energy Management budget. Deposited rebates and incentives will be used to fund additional efficiency projects (energy or water), thus providing an ongoing source of funding for future projects. The exceptions to this are:
- a. When the project budget generating the rebate or incentive depends on the rebate or incentive to fully cover project costs
 - b. When the rebate or incentive is needed to achieve a higher level of energy or water efficiency for the project that could not be achieved without the rebate or incentive
 - c. When the use of rebates or incentives is required by grants or other funding programs to serve as matching funds or leveraged funds

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- d. When the rebate directly reduces the purchase price or net price of an energy or water efficient item or piece of equipment (such as a direct purchase of lamps, sprinkler heads, irrigation controllers, etc.)
- 35. The Economic Development Agency will oversee the process of identifying and selecting energy or water efficiency projects to be performed using the Efficiency Project Fund. All exceptions listed above must be presented to and approved by EDA.

Energy Conservation Education and Awareness

- 36. The Economic Development Agency shall assume the lead role in utilizing the County's communication and outreach channels to share utility industry information, facilitate implementation of subsidy and assistance programs for energy-efficiency, and spread energy conservation practices throughout the region.

B. County Departments will:

- 1. Appoint a representative who will be responsible for the department's energy conservation program. This individual will, if deemed necessary, appoint individuals in sub-offices to assure responsibility for enforcing conservation measures. Such persons are to instruct all employees to turn off lights in rooms not being used or occupied, and in areas where lights are not needed.
- 2. Remove individual personal appliances such as heaters, cup warmers, radios, and other appliances that are not job related.
- 3. Where it is possible, set air conditioning/heating controls so as not to cool below 76 degrees and not to heat above 68 degrees. Individual heating and cooling units installed in various offices are to be turned off at the completion of each workday. Portable heaters shall not be used in County facilities unless specifically approved by the department head based on unacceptable area temperatures (below 68 degrees). Prior to this approval, such requests shall be coordinated with EDA to ensure that the area in question cannot be maintained with the building heating system and that the electric circuit capacity is adequate to handle the added load without constituting a fire hazard.
- 4. Designate an individual from each office to make periodic inspections to ensure that energy conservation measures, such as those noted above, are enforced.

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5. Solicit suggestions for energy conservation from EDA and pass them on to the department head for consideration and action.
6. Shut off all computers and related equipment at the close of business each day and over weekends. Computers may be left on afterhours when specifically directed to do so by IT for the purpose of computer maintenance or upgrade. Hibernate computers when not in use for more than 15 minutes, including during working hours and non-working hours maintenance hours. (Reference DTSC approved standards for suggestions on how to accomplish.)

http://intranet.co.riverside.ca.us/cio/dtsc/pdf/PC_Power_Management_Standards.pdf
7. Turn off monitors during non-working hours and hibernate monitors when not in use for more than 15 minutes during working hours. Copiers and printers will be shut down (power switch off) at the end of each day.
8. Use individual low-wattage desk lights where needed for close work only. Overhead lighting should be reduced as much as possible.
9. Use appliances, such as refrigerators, microwaves, toasters and coffee makers that are Energy Star models. Such appliances should be centrally located, on a department-by-department basis. Individual personal appliances at desks or in individual offices are strongly discouraged. Insulated carafes should be used to the greatest extent possible after coffee is brewed, to allow coffee pot burners to remain off.
10. When departmental operations will permit flexible work schedules that could result in energy savings, departments are encouraged to consider these options.
11. For departments occupying leased facilities, where possible, set the thermostats so as not to cool below 76 degrees, and not to heat above 68 degrees.
12. Consider energy efficiency when developing specifications for equipment purchases.
13. Restrict the purchase of materials and supplies, such as bulbs, ballasts, etc., to energy-efficient types only, consistent with the County's Environmental Purchasing Policy A-64.

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C. General

1. The use of County facilities after normal working hours will be discouraged, except at 24-hour departments and libraries. All boards, commissions, committees, etc., under the jurisdiction of the Board of Supervisors will be encouraged to meet during the day if they desire to meet in County facilities (other than libraries). Department heads who routinely schedule overtime for employees should consider some alternative method of accomplishing the work such as some variation of telecommuting as outlined in the BOS policy K-3. It is recommended that the use of County meeting space by outside groups will be restricted to normal working hours whenever practical.

D. Power Outages

1. In the event of a power outage, should the County Executive Officer make the decision to close the building to the public, at the discretion of the department head, employees may choose to remain at work if they can remain productive. If a Department head or designee determines that the environmental conditions are no longer tolerable, he/she should make a reasonable effort to find other available workspace in which the affected activity can be temporarily relocated. If this is not possible, they shall confer with the Assistant County Executive Officer or designee to determine what appropriate action may be necessary. Department heads or their designees, shall have the ability to send their employees home by authorizing up to 4 hours of paid compensation per day which will not be taken from the employees leave balance as stated in BOS policy H-19.

Reference:

Minute Order dated 01/13/75
Minute Order 6.12 of 08/21/79
Minute Order 3.13 of 07/17/01
Minute Order 3.4 of 12/18/07
Minute Order 3.7 of 05/05/09
Minute Order 3.21 of 07/14/09
Minute Order 3.17 of 08/10/10