

TOWN OF LITTLETON

ENERGY CONSERVATION POLICY

Section 10.10 Energy Efficiency

Purpose: An energy efficient office saves money and helps the environment. The Town of Littleton is strongly committed to good stewardship of its citizens' tax dollars, and energy efficiency at the office is just good business.

Role of Town Manager:

- Shall ensure compliance in this policy
- Shall provide guidance and advice to department heads and employees
- Shall employ the services of the Energy Conservation Committee

Role of the Supervisor:

- Shall set the proper tone by establishing energy efficiency as a priority
- Shall assist in educating employees about the most efficient use of equipment
- Shall remind employees of official policy in these areas when appropriate
- Shall replace equipment with more energy-efficient models when appropriate
- Shall establish a trash removal and recycling program for each building used

Role of the Employee:

- Office Equipment

Office equipment is the fastest growing use of electricity in commercial and governmental buildings. Equipment that is left on overnight, or for long periods during the day when not in use, accounts for a large share of electricity use. Even turned off, electronics and appliances use some energy any time they are plugged in and in stand-by mode. Certain things, such as shredders or televisions, not used on a regular basis can be unplugged and even more things can be turned off at night and over the weekend and holidays when employees are gone. On the other hand, items necessitating 24-hour operations, such as a fax machine or security lighting, are exempt from this policy. Employees shall endeavor to minimize energy use, within the bounds of reasonable working procedures, by:

- Switching off machines at the end of each workday (unless a machine is involved in lengthy processes that go beyond normal working hours)
- Making every effort, in the case of shared equipment, to ensure that the last user switches off the device upon leaving at night
- Avoiding the use of screen savers as they use excessive amounts of energy
- Avoiding the introduction of electrical appliances that are not directly related to official business

- Making judicious and only authorized use of copier machines (a copier consumes more energy than any other single piece of equipment)
 - Using machine “sleep mode” features when available and feasible
 - Cooperating within an office to share appliances related to food storage and preparation
 - Special attention should be paid to limiting the idling of town vehicles to the minimum required to maintain safety and optimal operation
- Reduce, Reuse, and Recycle, and Trash Removal

Each employee will participate appropriately in the trash removal and recycling program established in his or her office. Where feasible, this program should include at least:

- One waste basket for trash, to be accumulated in Town of Littleton Pay-as-you-Throw bags
- Two separate barrels for mixed paper and all other recyclables (this does not preclude further separation of recyclables)

The volume of recycling can be significantly affected by good reuse and reduction practices. Each employee should use methods that reduce the amount of material used. When feasible, electronic mail and faxing should be used to eliminate the need to print documents in the first place. When a hard copy is needed, use double-sided printing and reproduction whenever possible. Also, when printing a draft copy of a document, re-use paper containing one clean side.

- Lighting and HVAC

The right lighting will save energy and money, from desk lamps to ceiling lights. The use of best practices is encouraged for both energy savings and safety purposes. Obviously, lighting should be held to the minimum required for proper office operations and needs to be turned off at night.

The same logic applies to the use of heating and air conditioning. In the case of “comfort” appliances such as space heaters, fans, and dehumidifiers, employees should make every attempt to address uncomfortable conditions with building management. In the colder seasons workers should dress warmly rather than relying on space heaters.

Equipment Replacement:

When and where appropriate, the Town will strive to replace and/or install new energy efficient equipment. This includes, but is not limited to: weatherization, programmable thermostats, and motion controlled lighting (except when safety is an issue).