



City of Albany Energy Conservation Policy

This policy was developed by the Mayor's Office of Energy & Sustainability in conjunction with the Sustainability Working Group. The City of Albany Energy Conservation Policy establishes standards and practices for all municipal employees to follow to conserve energy and reduce waste throughout the City. For questions or help regarding this policy, employees should consult the Implementation Manual that accompanies this policy or their department's Sustainability Ambassador. A list of Sustainability Ambassadors and the Implementation Manual are both available from the Mayor's Office of Energy and Sustainability (sustainability@ci.albany.ny.us or (518) 434-2532 x35). A form to request exceptions to this policy is also available in the Implementation Manual. Communities that have implemented similar policies have experienced 5% to 20% reduction in energy costs.

Lighting

Employees will at all times practice energy conservation in their use of lights.

- Lights in all municipal buildings shall be turned off when not in use.
- Use the minimum amount of light needed. Use task lights instead of overhead lights. Use daylight when available.
- For maximum light levels, keep desk lamp bulbs, reflectors, shields and shades clean. Maintenance staff shall ensure that overhead lights and lights in common spaces are kept clean as well.
- The last person to leave a building (or in large complexes, a section of a building) shall make sure all lights are turned off.
- Flood lights and holiday displays shall be turned off after 9pm, except for those at fire and police buildings where they are kept on for safety and security purposes.

Heating and Cooling

Employees will at all times minimize heating and cooling and make sure that systems are running efficiently when employed.

- No portable space heaters shall be permitted in city facilities unless in the event of an emergency as determined by a department head.
- Doors and windows at city facilities shall be kept closed when utilizing heating or cooling.
- Buildings with occupants shall have their thermostats set to no higher than 70 degrees when heating and no lower than 75 when cooling.
- Buildings with occupants shall have their thermostats programmed to reduce their heating or cooling at night to 58 degrees in winter and 85 degrees in summer on nights and weekends when not in use.
- Keep air registers and vents clear to allow air to flow freely throughout the room.
- Departments shall provide adequate maintenance to HVAC systems to ensure that systems are running most efficiently.

Office Equipment and Appliances

Employees will at all times practice energy conservation in their use of all office equipment, computers, and appliances. See the section on computers and electronics in the Implementation Manual for detailed instructions.

- Computers and peripherals shall be turned off at night and on weekends when not in use.
- Enable all "Energy Star" energy-saving features on personal computers, monitors, printers, fax machines, vending machines, copiers, scanners, plotters, etc.

- Printers shall be set to automatically print double-sided whenever possible.
- Computers shall be set to the “Power Save” option with specifications to turn off monitor after 10 minutes, and hibernate after 30 minutes of inactivity.
- All screen savers will be disabled on personal computers.
- Employees shall not use personal printers, kettles, coffee makers, or other energy consuming devices when a communal one is available and a personal one is not necessary. Departments shall make sure that communal devices are available for all to use.
- The last person to leave a building shall make sure that all centrally located office equipment that can be turned off is turned off.
- Ensure that each office or workstation is equipped with a power strip/surge protector to facilitate turning off equipment at the end of each workday.
- Departments shall only purchase ENERGY STAR certified computers, printers, scanners, appliances, HVAC equipment, and other electronic equipment whenever they are available.
- All personal computers, notebooks, and monitors purchased must meet environmental criteria specified in the Electronic Product Environmental Assessment Tool (EPEAT) as contained in the IEEE 1680 Standard for the Environmental Assessment of Personal Computer Products.

Recycling and Waste Reduction

Employees will at all times follow City guidelines for recycling and waste reduction as indicated in the Implementation Manual or by the Department of General Services.

- All administrative buildings shall be equipped with paper and commingled recycling bins and all offices shall be equipped with desk side paper recycling bins.
- All employees will follow City procedures for recycling and waste separation as indicated by the Department of General Services.
- Bottled water and disposable cups shall not be purchased with City funds unless for special events.
- Computers and electronics should be properly recycled according to guidelines specified by the Department of General Services, including the removal or wiping of hard drives.
- Employees shall minimize the amount of office furniture and equipment disposed of by providing an opportunity for other city departments to claim and reuse unwanted items.

Fleet

- Municipal vehicle use should be reduced as much as possible. Walking and carpooling is encouraged.
- Idling of city vehicles should only occur when necessary for vehicle performance.

Education

- Each department shall assign at least one Sustainability Ambassador for each building to help implement and monitor adherence to this Policy.
- A program shall be established where employees who come up with a substantial or innovative energy saving idea that gets implemented will be provided with a reward.
- New employees shall be provided with training in energy conservation and waste reduction and be familiarized with the Energy Conservation Policy. Sustainability training shall be provided to all employees from time to time through but not limited to reminders at staff trainings, meetings, emails, newsletters, signs, and performance reviews.