


SUBJECT ENERGY CONSERVATION	POLICY NUMBER 10.03	
POLICY MAINTENANCE ADMINISTRATOR: Chief, Bureau of Office Services		
PURPOSE/SCOPE: To establish policy and procedures for a department Energy Conservation Program and responsibility for implementation.		

I. AUTHORITY

Section 255.257, Florida Statutes, Energy management; buildings occupied by state agencies

Section 377.703, Florida Statutes, Additional functions of the Department of Agriculture and Consumer Services

State of Florida Energy Management Plan

State of Florida Energy Reduction Strategy

60D-4, Florida Administrative Code, Rules for Construction and Leasing of State Buildings to Insure Energy Conservation

II. RELATED POLICIES

None

III. DEFINITIONS

- A. Energy Management Coordinator- The Chief of the Bureau of Office Services or designee.
- B. Facility Coordinators- The supervisor of each facility or the resident supervisor of that division of the Department in whose name a facility is currently being provided or leased.
- C. Full Service Lease- Facility lease which includes utilities.

Executive Director SIGNED ORIGINAL ON FILE	Effective Date 07/01/1983
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IV. POLICY

The State Energy Management Plan, developed and published by the Department of Management Services, governs all buildings occupied by State agencies and provides technical and non-technical approaches to energy conservation. As part of its requirements, each department has been directed to formalize a Department Energy Conservation Program.

The Department's Energy Conservation Program will be synonymous with the relevant portions of the State Energy Management Plan. Knowledge of and compliance with these directions are required.

V. ROLES AND RESPONSIBILITIES

- A. Responsibility for implementation of the Energy Conservation Program, including evaluating program effectiveness, is assigned to the Energy Management Coordinator in the Bureau of Office Services.
- B. Energy consumption data will be provided monthly to the Energy Management Coordinator by the Bureau of Accounting.
- C. The Energy Management Coordinator is responsible for monthly monitoring energy usage at all Department facilities and for annual reporting to the Department of Management Services.
- D. Facility Coordinators are responsible for implementing the Conservation Methods listed in VI.B.

VI. PROCEDURES

- A. Reporting Procedures
 1. All facilities, regardless of square footage, will comply with requirements of the State Energy Management Plan. In the case of leased space, compliance may be limited to the degree permissible under the terms of the specific lease contract.
 2. All facility energy data will be downloaded from Bureau of Accounting Utilities Management database on a monthly basis and provided to Office Services for evaluation.

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3. Annually the energy usage data will be reported to DMS through the State Energy Management Plan (SEMP) Reporting System by the Department Energy Management Coordinator within the Bureau of Office Services.

B. Conservation Methods

The Department is implementing the following conservation methods to promote sustainability and cost savings:

1. Lease negotiations will seek to ensure maximum compliance with the State Energy Management Plan.
2. Building temperature set points should be set at 76 degrees in warmer weather and 68 degrees in cooler weather. Certain approved exceptions will apply depending on the age and use of the facility.
3. All non-essential office equipment should be turned off at the close of business.
4. Only compact fluorescent lights (CFLs) should be used in all personal desk lamps and task lighting.
5. Non-essential lighting should be removed or reduced.
6. Personal appliances should be minimized and shared if possible. Beginning with the effective date of this policy, all appliances brought into Department offices must be Energy Star rated, where Energy Star qualified products exist for that type of appliance. Every effort must be made to use energy efficient products. (Personal appliances include coffee pots, microwaves and refrigerators.) To determine if your refrigerator/freezer is a qualified Energy Star model, visit:
<http://www.energystar.gov/index.cfm?fuseaction=refrig.search> refrigerators
Energy Star qualified products are listed on the Energy Star website:
<http://www.energystar.gov/>
7. Portable heating units are not allowed. (Certain approved exceptions may apply.)
8. HVAC filters shall be inspected and replaced to decrease energy usage and provide cleaner air. (Replacement of filters should follow manufacturer's guidelines.)