

Greetings All Staff,

I am proud to announce that we have joined the U.S. Department of Energy's Better Buildings Challenge (BBC). The BBC is a national leadership initiative calling on state and local leaders, corporate executive officers and university presidents to make America's buildings more energy efficient. By joining this challenge, we have committed our City facilities to a **20% energy reduction goal by 2020** (from 2009 baseline levels).

Energy is wasted when our buildings are not operating smartly. Making buildings more efficient and encouraging staff to save energy where they can, will decrease our energy consumption and, in turn, help reduce our nation's dependence on foreign oil, protect our environment, and save tax payer's dollars. Smarter energy choices leave more funds to be spent on vital community programs and much-needed jobs.

As part our commitment to the Better Buildings Challenge, I am asking all staff to please implement the following energy savings behaviors where possible to help us reach our goals.

- **Turn off all lights** when leaving conference rooms or work spaces and **use natural lighting where possible**.
- **Limit personal appliance use**. They consume a lot of energy so ask yourself if they are essential to your productivity.
  - If you must have them, use a power strip to plug them in. Even when turned off, most electronic equipment uses a small amount of electricity when plugged in. The power strip will act as a central "turn off" point. You can turn off the strip at the end of the day, preventing wasteful energy from being used. Examples of personal appliances include cell phone chargers, pencil sharpeners, digital picture frames, etc. Contact Facilities if you want a power strip.
- **Replace bulbs** in desk lamps with **ENERGY STAR qualified compact fluorescent light bulbs** (CFLs). These light bulbs use about 75% less energy than incandescent bulbs and last up to 10 times longer. Contact facilities for the bulbs!
- **Give up your space heater** if you don't really need it. We know some are necessary, but is yours? Some buildings have hot and cold pockets. Space heaters interrupt the regulation of the heating building system and people forget to shut them off causing serious safety concerns.
- **Turn off your computer monitor manually each night** by pressing the power button on your monitor.
- **Give up your shared printer** (if you have one). Ask yourself- do I really need a personal printer? If not, contact ISD.

The Beaverton BBC will be coordinated by the Sustainability Division in collaboration with the City's Facilities team.

We look forward to updating you on our progress towards our energy reduction goals and thank you all in advance for your help and participation in this program.

Sincerely,

Denny Doyle

Contact Cindy Tatham, Stevie Freeman-Montes, or Cindy Sundborg for more information xt 2474