

## Employee Energy Challenge Manual

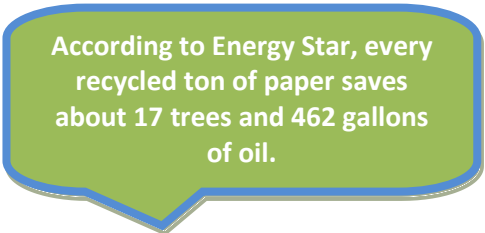
*If Arlington County reduced emissions from energy use in buildings by 10% from 2011 levels, it would be like taking 507 vehicles off the road.*

Join us in creating a more sustainable workplace! Use this manual to implement the action items in the Employee Energy Challenge. Don't worry if there are some items you are unable to complete! Email [climate@arlingtonva.us](mailto:climate@arlingtonva.us) to share any success stories.

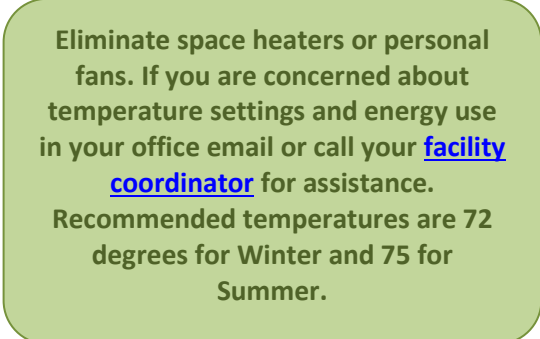
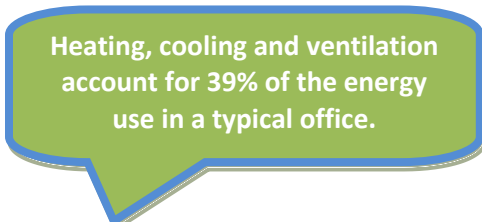
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### Suggested Action Items:

1. **See both sides of the story:** set your computer to double-sided default printing, and confirm that the office copier and printer are set to do the same.



2. **Get cozy with Facilities Management:** report any existing discomfort with heat or air conditioning and any dripping faucets, air leaks or running toilets to your facility coordinator, and continue to do so.



3. **Enjoy daylight savings year round** by using daylight from windows instead of lights when appropriate and adjusting your blinds to control the temperature you feel at your desk.

Use your blinds to control the amount of light and temperature at your desk. Avoid direct sunlight when possible, because this increases the heat at your desk. Adjust your blinds to allow *indirect* sun in and block direct sun, so that you can experience a comfortable temperature and a well lit space.

*Did You Know?*

Research has shown that daylighting not only saves money but also improves employee productivity.

4. **Ward off vampires** by unplugging electronics when not in use (even electronics that are turned off absorb what is called a “vampire load” when they remain plugged in – including smart phone chargers).

A combination of sleep mode and shutting down at night saves \$75 annually per computer.

5. **Turn off before you take off:** Turn off all lights, computers, monitors, speakers, printers and other non-essential office machines before you leave work every day, and all lights every time you leave a room.

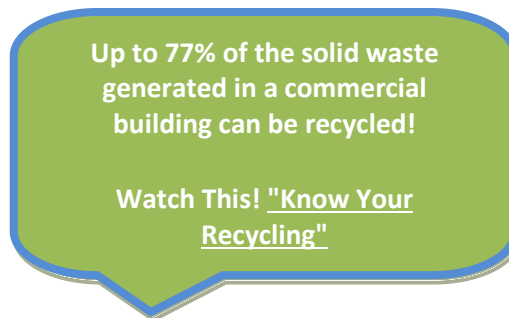
**Did You Know?** You will still

Lighting accounts for 30 to 50% of a building's energy use.

You can still log in to remote access from home even when your office computer is shut down!

Get Instructions  
Click [Here!](#)

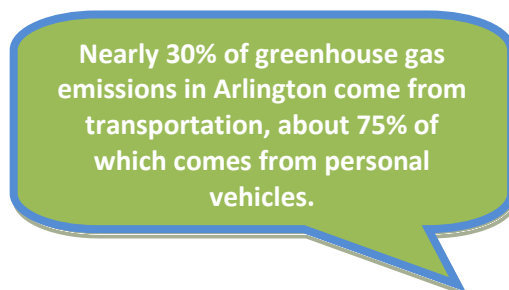
6. **Keep your trash can clean** by recycling paper, aluminum, glass, plastic, and cardboard in the proper bins.



7. **Defend against disposables** in the kitchen by only using reusable plates, cups, mugs and utensils throughout the day.



8. **Take the first step** and join the Car Free Diet by walking, biking or taking transit to work.

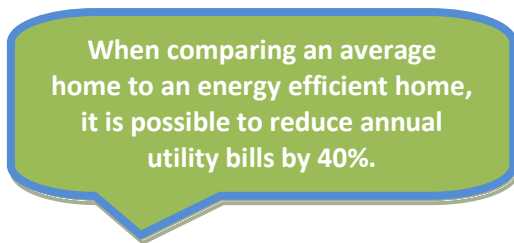


9. **Bag the bag** and always bring reusable tote bags when running errands or buying lunch.

TIP: You can take this a step further by setting up a stash of tote bags in a common area for your colleagues to use as well.



10. **Go green beyond the workplace** and implement these changes in your home as well.



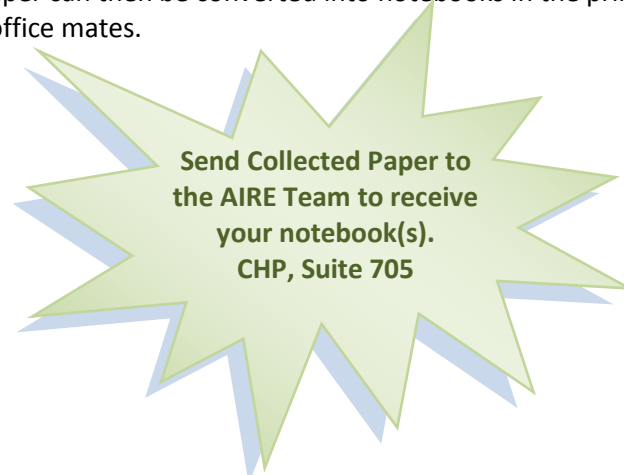
## **Brighten Your Green**

Once you've addressed low-hanging fruit like the above action items, consider taking it a step further with more innovative ideas such as...

1. **Open a dialogue:** Plan a roundtable lunch for co-workers to watch an environmental documentary or discuss an environmental book.

See [Appendix C](#) below for a few of the environmental books recommended by the Arlington County Public Library System. A full list of the documentaries and movies available in local libraries can be found [on their website](#).

2. **Get Scrappy:** Set up a bin to collect one-sided scrap paper near each printer on your floor. This paper can then be converted into notebooks in the print shop and handed out to your office mates.



3. **Work Green, Play Green:** Encourage your fellow employees to bring their own reusable materials in for an office party or event. If there is room in the kitchen on your floor, collect donations of plates, forks, spoons, and bowls to keep permanently at the office. For example, you can make this fun by hosting an "Ugly Mug" contest in which every employee brings in his or her ugliest mug from home.
4. **Collaborate:** Establish an office green team to continue to implement sustainable practices in the office throughout the year.
  - Find staff members who are enthusiastic about greening the office. Ideally, you would have members from each department or segment of your business.
  - Have a Green Team launch meeting. Make it fun! Discuss what is important and prioritize these concerns.
  - Divide the team into committees (outreach, energy, waste, transportation, water, etc.) and get to work!

Contact the AIRE Team at [climate@arlingtonva.us](mailto:climate@arlingtonva.us) if you have any questions or would like any additional resources.

## Additional Resources

### ***Appendix A: Setting Your Computer to Double-Sided Printing***

First, check to see that your printer supports duplex (double-sided) printing:

1. Move mouse over the green **“start”** button located on the lower left-hand side of the monitor screen;
2. Scroll up to **“Settings”** and then over to **“Printers and Faxes”**; the Printers and Faxes window will open up;
3. Look for the printer icon that has a check – that is your default printer;
4. Right click on that icon and scroll down to **“Properties”** and left click; the Properties dialog box will open up with the *General* tab selected; look for information that indicates whether the printer supports duplex/double-sided printing (this will vary by printer make and model). If you find information that confirms the printer has capability, proceed with the instructions below. If you do not find such information, inquire for alternate printer options. You may not be able to double-side print.

Then, update your computer settings:

5. While you still have the Properties dialog box open, click on **“Printing Preferences”**; the Printing Preferences dialog box open up with the *Printing Shortcuts* tab selected for *General Everyday Printing*;
6. In the Print on both sides area, use the drop down arrow to select **“Yes, Flip Over”** (the “Yes, Flip Up” option can be used as well);
7. Click **“Apply.”**

\*Many printers support duplex printing, but they don't all make the duplex option available in the same way. With some desktop printers, choosing duplex means that the printer prints all of the copies of the first side of a page, then pauses and asks you to flip the sheets that it just printed and return them to the printer, after which it prints all of the copies of the second side. This method is called manual duplexing.

\*\*If you have trouble or if your computer runs on a system other than Windows XP, contact the **Help Desk at x4357.**

## **Appendix B: Setting Your Computer to Sleep Mode**

### Disable your Screen Saver

1. Minimize all programs and right click on the screen. Choose “**Properties.**”
2. Click on the *Screen Saver* tab and in the dropdown menu choose “**none.**”

### Change Power Settings

3. While still in *Screen Saver* tab, click on “**Power.**”
  4. In the *Power schemes* area, use the drop down arrow to select the type of computer you work with (either Home/Office Desk or Portable/Laptop);
  5. In the *Settings for* area, for *Turn off monitor*, use the drop down arrow to select “**After 5 mins**” for both the plugged in state and running on batteries state (this will turn off your monitor after 5 minutes of inactivity).
  6. For *Turn off hard disks*, use the drop down arrows to select “**Never**” for both states.
  7. For *System standby*, use the drop down arrows to select “**After 10 mins**” for both states.
  8. For *System hibernates*, use the drop down arrows to select “**Never**” for both states.
- *You may find that your PC doesn't go to sleep after the allotted time. PCs may not enter sleep mode when they have a file open over the network. Also, certain software applications and screensavers may be preventing the computer from sleeping.*
  - *If System Standby is not available under Power Options, contact the **Help Desk at x4357** to determine if your computer supports System Standby.*
  - *If you have trouble or if your computer runs on a system other than Windows XP, contact the **Help Desk at x4357.***

## **Appendix C: Arlington County Library Recommended Environmental Books**

- *An Inconvenient Truth: The Planetary Emergency of Global Warming and What We Can Do About It*, by Al Gore
- *Hoot*, by Carl Hiaasen (for youth)
- *Prodigal Summer*, by Barbara Kingsolver
- *Field Notes From A Catastrophe: Man, Nature, and Climate Change*, by Elizabeth Kolbert
- *The Revenge of Gaia: Earth's Climate in Crisis and the Fate of Humanity*, by J. E. Lovelock

**Appendix D: Arlington County Facility Coordinators**

Facility	Coordinator Primary /Alternate	Email address	Telephone #
<b>Arlington Arts Center</b>	Primary - Clare Eberle	<a href="mailto:clare.eberle@arlingtonartscenter.org">clare.eberle@arlingtonartscenter.org</a>	248-6800 x16
	Alternate - Stefanie Fedor	<a href="mailto:director@arlingtonartscenter.org">director@arlingtonartscenter.org</a>	248-6800 x15
<b>Arlington Childcare Center</b>	Primary - Tarana Rai	<a href="mailto:accd daycare@gmail.com">accd daycare@gmail.com</a>	528-5588
	Alternate - Ambiak Gurung	<a href="mailto:accd daycare@gmail.com">accd daycare@gmail.com</a>	
<b>Argus House</b>	Primary - Tina Asinugo	<a href="mailto:tasinguo@arlingtonva.us">tasinguo@arlingtonva.us</a>	228-0420
	Alternate - Rick Strobach	<a href="mailto:rstrobach@arlingtonva.us">rstrobach@arlingtonva.us</a>	228-0422
<b>Aurora Hills Recreation Center</b>	Primary - Mahmoud Ihmeidan	<a href="mailto:mihmeidan@arlingtonva.us">mihmeidan@arlingtonva.us</a>	228-6933
	Alternate - Julie Albers	<a href="mailto:jalbers@arlingtonva.us">jalbers@arlingtonva.us</a>	228-5722
<b>Barcroft Sport Complex</b>	Primary - Peter Alchin	<a href="mailto:palchin@arlingtonva.us">palchin@arlingtonva.us</a>	228-1872
	Onsite Contact - Shannan Holt	<a href="mailto:sholt@arlingtonva.us">sholt@arlingtonva.us</a>	228-0712
	Onsite Contact #2 - Mantej Sehmi	<a href="mailto:msehmi@arlingtonva.us">msehmi@arlingtonva.us</a>	228-0701
<b>Carlin Hall Recreation Center</b>	Primary - Peter Alchin	<a href="mailto:palchin@arlingtonva.us">palchin@arlingtonva.us</a>	228-1872
	Onsite Contact - Patrick Mallon	<a href="mailto:pmallon@arlingtonva.us">pmallon@arlingtonva.us</a>	228-6588
<b>Clarendon House</b>	Primary - Lorraine Witham	<a href="mailto:lwitham@arlingtonva.us">lwitham@arlingtonva.us</a>	228-1663
	Alternate - Pat Kirchner	<a href="mailto:pkirch@arlingtonva.us">pkirch@arlingtonva.us</a>	228-0243
<b>Community Residence</b>	Primary - Jeff Scandal	<a href="http://svarnettecomres.org">svarnettecomres.org</a>	841-7768 x2359
	Alternate - Brittany		892-2932
<b>Courthouse Plaza I</b>	Primary - Ana	<a href="mailto:Aroberston@vno.com">Aroberston@vno.com</a>	522-8217





	Robertson		
<b>Vornado CES (bldg. repairs)</b>	Alternate - Justin Ruble	<a href="mailto:jruble@vno.com">jruble@vno.com</a>	351-5606
<b>Courthouse Plaza I (security)</b>	Primary - Norman Lopez	<a href="mailto:nelopez@arlingtonva.us">nelopez@arlingtonva.us</a>	228-3958
	Alternate - Lamar Smtih	<a href="mailto:lasmith@arlingtonva.us">lasmith@arlingtonva.us</a>	228-3959
<b>Justice Center (Sheriff's Office)</b>	Primary - Jimmie Barrett	<a href="mailto:jbarre@arlingtonva.us">jbarre@arlingtonva.us</a>	228-4467
	Alternate - Arnold Sites	<a href="mailto:asites@arlingtonva.us">asites@arlingtonva.us</a>	228-7353
<b>Justice Center (4th floor Juvenile Court)</b>	Primary - Liz Lopez	<a href="mailto:llopez@arlingtonva.us">llopez@arlingtonva.us</a>	228-4499
<b>Justice Center (12th floor General District Court)</b>	Primary - Tarrah Piper	<a href="mailto:tpiper@arlingtonva.us">tpiper@arlingtonva.us</a>	228-4490
	Alternate - Steve Spurr	<a href="mailto:sspurr@courts.state.va.us">sspurr@courts.state.va.us</a>	228-4490
<b>Justice Center ( 12th floor Judge's Chambers)</b>	Primary - Mary Carrig	<a href="mailto:mbcarrig@arlingtonva.us">mbcarrig@arlingtonva.us</a>	228-7000
	Alternate - Robin Holmes	<a href="mailto:rholmes@arlingtonva.us">rholmes@arlingtonva.us</a>	228-7000
<b>Courts/ Police (Police Dept.)</b>	Primary - Captain Brian Gough	<a href="mailto:bgough@arlingtonva.us">bgough@arlingtonva.us</a>	228-4278
	Alternate - Ann Mountjoy	<a href="mailto:Amountjoy@arlingtonva.us">Amountjoy@arlingtonva.us</a>	228-4321
<b>Court Square West</b>	Primary - Norman Lopez	<a href="mailto:Nelopez@arlingtonva.us">Nelopez@arlingtonva.us</a>	228-3958
	Alternate - George Gross	<a href="mailto:ggross@arlingtonva.us">ggross@arlingtonva.us</a>	228-4443
<b>Dawson Terrace</b>	Primary - Peter Alchin	<a href="mailto:palchin@arlingtonva.us">palchin@arlingtonva.us</a>	228-1872
<b>Detention Facility (Administration)</b>	Primary - Teresa Nguyen	<a href="mailto:tnguyen@arlingtonva.us">tnguyen@arlingtonva.us</a>	228-7263
<b>Security, Power outage/repairs</b>	Captain David Kidwell	<a href="mailto:dkidwell@arlingtonva.us">dkidwell@arlingtonva.us</a>	228-7028

<b>Maintenance repairs</b>	Central Control		228-7172
<b>DHS 1800 N. Edison</b>	Primary - Lorraine Witham	<a href="mailto:lwitham@arlingtonva.us">lwitham@arlingtonva.us</a>	228-1663
	Alternate - Elizabeth Davis	<a href="mailto:edavis@arlingtonva.us">edavis@arlingtonva.us</a>	228-1662
<b>Drewry Center</b>	Primary - Lorraine Witham	<a href="mailto:lwitham@arlingtonva.us">lwitham@arlingtonva.us</a>	228-1663
	Alternate - Elizabeth Davis	<a href="mailto:edavis@arlingtonva.us">edavis@arlingtonva.us</a>	228-1662
<b>3033 Wilson Blvd. DHS Offices</b>	Primary - Lorraine Witham	<a href="mailto:lwitham@arlingtonva.us">lwitham@arlingtonva.us</a>	228-1663
	Alternate - Elizabeth Davis	<a href="mailto:edavis@arlingtonva.us">edavis@arlingtonva.us</a>	228-1662
<b>Emergency Winter Shelter (2049 N. 15th Street)</b>	Primary - Lorraine Witham	<a href="mailto:lwitham@arlingtonva.us">lwitham@arlingtonva.us</a>	228-1663
	Alternate - Elizabeth Davis	<a href="mailto:edavis@arlingtonva.us">edavis@arlingtonva.us</a>	228-1663
<b>Equipment Division</b>	Primary - David Onderdonk	<a href="mailto:onderdonk@arlingtonva.us">onderdonk@arlingtonva.us</a>	228-6477
	Alternate - Frank Colon		228-6476
<b>Fairlington Center</b>	Primary - Peter Alchin	<a href="mailto:palchin@arlingtonva.us">palchin@arlingtonva.us</a>	228-1872
	Onsite Contact - Patrick Mallon	<a href="mailto:pmallon@arlingtonva.us">pmallon@arlingtonva.us</a>	228-6588
<b>Fenwick Center</b>	Primary - Lorraine Witham	<a href="mailto:lwitham@arlingtonva.us">lwitham@arlingtonva.us</a>	228-1663
<b>Fire Training (1020 N. Hudson St.)</b>	Primary-Charlene Gillis	<a href="mailto:cgillis@arlingtonva.us">cgillis@arlingtonva.us</a>	228-4632
	Alternate - Chief John White	<a href="mailto:jwhite@arlingtonva.us">jwhite@arlingtonva.us</a>	228-3360
<b>Fort C. F. Smith</b>	Primary - David Farner	<a href="mailto:dfarner@arlingtonva.us">dfarner@arlingtonva.us</a>	243-4342
	Alternate - Sharon Casey	<a href="mailto:scasey@arlingtonva.us">scasey@arlingtonva.us</a>	243-7329

<b>George Mason Center</b>	Primary - Lorraine Witham	<a href="mailto:lwitham@arlingtonva.us">lwitham@arlingtonva.us</a>	228-1663
	Alternate - Elizabeth Davis	<a href="mailto:edavis@arlingtonva.us">edavis@arlingtonva.us</a>	228-1662
<b>Gulf Branch Nature Center</b>	Primary - Denise Chauvette	<a href="mailto:dchauvette@arlingtonva.us">dchauvette@arlingtonva.us</a>	228-3404
<b>Gunston Bubble</b>	Primary - Peter Alchin	<a href="mailto:palchin@arlingtonva.us">palchin@arlingtonva.us</a>	228-1872
<b>Independence House</b>	Primary - Henry Jefferson	<a href="mailto:hjefferson@phoenixhouse.org">hjefferson@phoenixhouse.org</a>	243-0964
	Alternate - Amanda Carter		
<b>Lee Community Center</b>	Primary - Peter Alchin	<a href="mailto:palchin@arlingtonva.us">palchin@arlingtonva.us</a>	228-1872
	Onsite Contact - Mantej Sehmi	<a href="mailto:msehmi@arlingtonva.us">msehmi@arlingtonva.us</a>	228-5310
<b>Central Lib. &amp; Cherrydale Lib.</b>	Primary - Alton Eaves	<a href="mailto:aeaves@arlingtonva.us">aeaves@arlingtonva.us</a>	228-6335
	Alternate - Melinda Scarano	<a href="mailto:scarano@arlingtonva.us">scarano@arlingtonva.us</a>	228-6332
<b>Westover Lib. Columbia Pike Lib.</b>	2nd Alternate - Roman Workie	<a href="mailto:rworkie@arlingtonva.us">rworkie@arlingtonva.us</a>	228-6345
<b>Aurora Hills Library</b>	3rd Alternate - Chris Cassidy	<a href="mailto:ccassidy@arlingtonva.us">ccassidy@arlingtonva.us</a>	228-6315
<b>Long Branch Nature Center</b>	Primary - Greg Zell	<a href="mailto:gzell@arlingtonva.us">gzell@arlingtonva.us</a>	228-6535
	Alternate - Rachael Tolmand	<a href="mailto:rtolman@arlingtonva.us">rtolman@arlingtonva.us</a>	228-6536
<b>Lubber Run Recreation Center</b>	Primary - Peter Alchin	<a href="mailto:palchin@arlingtonva.us">palchin@arlingtonva.us</a>	228-1872
	Onsite Contact - Robin MacEwen	<a href="mailto:rmacewen@arlingtonva.us">rmacewen@arlingtonva.us</a>	228-4712
<b>Madison Center</b>	Primary - Peter Alchin	<a href="mailto:palchin@arlingtonva.us">palchin@arlingtonva.us</a>	228-1872
	Onsite Contact - Mantej Sehmi	<a href="mailto:msehmi@arlingtonva.us">msehmi@arlingtonva.us</a>	228-5310



<b>Motorola Bldg.</b>	Primary - Tom Mitchler	<a href="mailto:tmitch@arlingtonva.us">tmitch@arlingtonva.us</a>	228-6522
	Alternate - Robert Upton	<a href="mailto:rupton@arlingtonva.us">rupton@arlingtonva.us</a>	
<b>Parks Operation</b>	Primary -Tasha Green	<a href="mailto:tgreen@arlingtonva.us">tgreen@arlingtonva.us</a>	228-6525
	Alternate - Charlene Gardner	<a href="mailto:cgardner@arlingtonva.us">cgardner@arlingtonva.us</a>	228-7841
<b>Police Impound Lot</b>	Primary - Captain Brian Gough	<a href="mailto:bgough@arlingtonva.us">bgough@arlingtonva.us</a>	228-4278
	Alternate - Ann Mountjoy	<a href="mailto:Amountjoy@arlingtonva.us">Amountjoy@arlingtonva.us</a>	228-4321
<b>Pumping Stations</b>	Primary - Harold Turner	<a href="mailto:hturner@arlingtonva.us">hturner@arlingtonva.us</a>	
<b>Lee, Ethan Allen, Minor Hill</b>	Alternate - Gary Mabry	<a href="mailto:gmabry@arlingtonva.us">gmabry@arlingtonva.us</a>	228-6540
<b>Powhatan Skate Park</b>	Primary - Kimberly Baldini	<a href="mailto:kbaldini@arlingtonva.us">kbaldini@arlingtonva.us</a>	523-2832
<b>Residential Program</b>	Primary - Lionel Gloster	<a href="mailto:lgloster@arlingtonva.us">lgloster@arlingtonva.us</a>	228-0016
	Alternate - Danielle Cole	<a href="mailto:dcole@arlingtonva.us">dcole@arlingtonva.us</a>	228-0014
<b>Signature Theater</b>	Primary - Mike Curry	<a href="mailto:currym@signature-theatre.org">currym@signature-theatre.org</a>	571-527-1845 (cell 917-226-3881)
<b>Solid Waste</b>	Primary - Scott Sedwick	<a href="mailto:ssedwick@arlingtonva.us">ssedwick@arlingtonva.us</a>	228-6487
<b>Sullivan House</b>	Primary - Mark Moreau	<a href="mailto:mmoreau@aachhomeless.org">mmoreau@aachhomeless.org</a>	525-7177
	Alternate - Lorraine Witham	<a href="mailto:lwitham@arlingtonva.us">lwitham@arlingtonva.us</a>	525-7177
<b>Walter Reed Recreation Center</b>	Primary - Peter Alchin	<a href="mailto:palchin@arlingtonva.us">palchin@arlingtonva.us</a>	228-1872

	Onsite Contact -Jesse Barnes		228-0947
<b>Water Pollution Control Bureau</b>	Primary- Samuel Banks	<a href="mailto:sbanks@arlingtonva.us">sbanks@arlingtonva.us</a>	228-6825
	Alternate - Dennis W. Dobbs	<a href="mailto:ddpbbs@arlingtonva.us">ddpbbs@arlingtonva.us</a>	228-6894
<b>Water Sewer St. (Control Center)</b>	Primary - Harold Turner	<a href="mailto:hturner@arlingtonva.us">hturner@arlingtonva.us</a>	228-6555
	Alternate - Gary Mabry	<a href="mailto:gmabry@arlingtonva.us">gmabry@arlingtonva.us</a>	228-6540
<b>Water Sewer St. Bldg.</b>	Primary - Steve Eckert	<a href="mailto:seckert@arlingtonva.us">seckert@arlingtonva.us</a>	228-6464
	Alternate - Javan Laws	<a href="mailto:Jlaws@arlingtonva.us">Jlaws@arlingtonva.us</a>	228-6572
<b>WETA Bldg.</b>	Primary - Ryan Fountain	<a href="mailto:rfountain@arlingtonva.us">rfountain@arlingtonva.us</a>	228-1838
<b>Woodmont Center</b>	Primary - Peter Alchin	<a href="mailto:palchin@arlingtonva.us">palchin@arlingtonva.us</a>	228-1872
	Alternate - Reggie Floyd	<a href="mailto:rfloyd@ourpeoplework.org">rfloyd@ourpeoplework.org</a>	228-6343
<b>Woodmont Center (Voting)</b>	Primary - Gretchen Reinemeyer	<a href="mailto:greinemeyer@arlingtonva.us">greinemeyer@arlingtonva.us</a>	228-3457
	Alternate - Joe Houston	<a href="mailto:jhouston@vzavenue.net">jhouston@vzavenue.net</a>	703 979-4442
<b>Woodmont Center (DHS)</b>	Primary - Elizabeth Davis	<a href="mailto:edavis@arlingtonva.us">edavis@arlingtonva.us</a>	228-1662
	Alternate - Lorraine Witham	<a href="mailto:lwitham@arlingtonva.us">lwitham@arlingtonva.us</a>	
<b>Woodmont - YMCA</b>	Primary - Harold Turner		527-4966

**Thanks for Completing the Employee Energy Challenge!**

**Please do not print this manual.**

