



Save Energy in Your Office!

Kitsap County Employee Best Practices

Here are **4** things you can do in your office to help Kitsap County save energy!

Lights

#1

Turn off lights in unoccupied rooms. If you are the last person to leave a room or the office at the end of the day, be sure to turn off common area lighting. Lights should be turned off even if it is anticipated that custodial staff will soon be in the area.

Personal lamps for task lighting should only use CFL or LED bulbs. The employee providing the lamp will be responsible for replacement of the bulbs, and lamps should be turned off when the space is not in use.

Personal Appliances

#2

Individual personal appliances, such as refrigerators and microwaves, must have employing official or department head approval. All new appliances that receive approval should be ENERGY STAR certified. The use of individual personal appliances and electronics, such as coffee makers, hot plates, plug-in radios, and plug-in picture frames, is discouraged.

Personal space heaters are only allowed when the Facilities Department authorizes an exception, and must be 400 watts or less to comply with Kitsap County's Space Heater Policy.

Heating & Cooling

#3

Keep all large facility doors (e.g., loading docks, roll-up doors) closed when not in use for better climate control. Keep operable windows closed. Open windows hinder the effectiveness of the building HVAC system making it difficult to provide uniform heating or cooling. Open/close window blinds as appropriate to utilize/block sun rays.

Make sure building vent grills are not blocked by plants, books, furnishings, etc.

Office Equipment

#4

Turn off all office equipment (other than your computer tower) when not in use for 20 minutes or more. Use energy saving power strips.

Purchase ENERGY STAR compliant hardware such as monitors, PCs and printers. Set printers/copiers on the network should to an energy saver mode whenever possible. Eliminate personal printers in favor of shared printers whenever possible.



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