



North Carolina Department of Administration

Michael F. Easley, Governor
Gwynn T. Swinson, Secretary

Larry E. Shirley, Director
State Energy Office

To: Council of State Members
Cabinet Secretaries
UNC System President
UNC Chancellors

From: Larry Shirley

Subject: State Facilities Utility Savings Initiative (USI)

Date: September 3, 2002

As outlined in the USI Memorandum of July 17, 2002, from Governor Easley, the State Energy Office has developed a number of programs within the State Facilities Utility Savings Initiative to help agencies and universities offset expected reductions in utility budgets for the current fiscal year.

Your liaison was informed in a June 20th seminar of typical no-cost / low-cost energy and water conservation opportunities, most involving simple technical adjustments. However, the following recommendations require your immediate action to issue a memorandum to address attitude and behavior of your agency personnel, namely:

- Switch off lights and other non-data processing equipment when leaving a room;
- Switch off computers, monitors, copiers, printers, and other equipment at the end of the workday;
- Set thermostats for warmer space temperatures (76F) for the remainder of the cooling season, and for cooler temperatures (70F) this winter; and
- Eliminate the use of personal space heaters in centrally-heated facilities.

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Also, software to turn off computer monitors is available at no cost from the equipment's operating system or through the EPA/DOE Energy Star program Million Monitors, described at www.energystar.gov/powermanagement, which can be implemented by your Information Officers.

Starting this month under the USI Operations and Maintenance Conservation Program, samples of your facilities will be surveyed by representatives from the State Energy Office, and technical specialists will contact your Facility Services Director to survey boilers, chillers, and steam traps. The results will yield an indication of the types of no-cost / low-cost conservation opportunities in your facilities.

As this initiative continues, your liaison will function as a "utilities manager" and will receive ongoing training in utility accounting and conservation. For this purpose, your liaisons and Facilities Directors will be attending one of three regional Seminars September 10, 12, and 16. In addition, liaisons will be offered the Energy Management Diploma course for 2002-2003. Also, this fall we will host a pilot Strategic Energy Planning workshop for ten state entities, involving CFOs and utilities managers.

Thank you for your continued support of the Utility Savings Initiative, and please feel free to contact Craig Gammarino, PE, or Kathleen Stahl with the State Energy Office at 919-733-2230 with any questions.