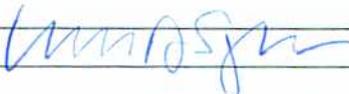


Town of Plymouth <b>Energy Conservation Policy</b>	
Effective Date	November 19, 2008
Expiration Date	None
Date Last Revised	November 17, 2008
Town Manager	Endorsed November 18, 2008 
Selectmen Vote	November 18, 2008

**Purpose:** The Town of Plymouth, through their Board of Selectmen and Energy committee, have placed an aggressive goal to have all municipal electric load come from renewable energy sources in the Plymouth 2020 plan. To do so there are two portions of that plan, one is to create municipal renewable projects. The other is to reduce the amount of electricity, heat and air conditioning we use.

**Goal:** To create a plan that will provide maximum energy efficiency to all buildings while maintaining comfort for all visitors and employees. Plymouth wants to save on energy costs, help control budget costs and help preserve jobs.

**General Requirements:**

**1. Town Building Temperature Guidelines:**

- To maintain reasonable comfort and lower the energy expenditures, the Town has established a standard of 74-77 degrees F for summer thermostat settings (air conditioning) and 70-72 degrees winter setting (heating).
  - i. Areas such as non utilized basement or storage areas shall be kept at 50 degrees F when not occupied and no more than 60 degrees F when occupied.
- This policy conforms to ASHRA (American Society of Heating and Air Conditioning Engineers) standards.

**2. Building Resource Management:**

- Windows and doors should be kept closed during the heating season and during the summer for those areas that have air conditioning.
- Every employee should assume the responsibility of closing windows and shutting doors in an effort to conserve energy.
- Energy management devices and strategies will become an important part of the town and should be adhered to at all times.

**3. Air Conditioning:**

- Air conditioners will be started for environmental comfort during the

first full work week of June unless the following conditions occur earlier:

- Average space temperatures in buildings exceed 75 degrees F for four hours on three consecutive days **and the windows in the building cannot be opened.**
  - All windows shall be kept closed when air conditioning systems are turned on.
  - Equipment and supplies shall **not** be stored so as to inhibit the convection currents from any air conditioner.
  - Closing blinds or curtains helps stabilize room temperatures by protecting from radiation gain due to the outdoor heat.
  - All heating systems shall be turned off before air conditioning systems are turned on.
- **Termination of Air Conditioning:**  
Air conditioning will be terminated after the last week in September unless the conditions listed for **Air Conditioning** exist.
    - All air conditioning systems shall be turned off.

#### 4. Heating:

- Manually controlled heating systems will be started for environmental comfort during the first full work week of October unless the following conditions occur earlier.
  - The average temperature in the building is less than 68 degrees for at least two hours on three consecutive days.
  - Air conditioning systems and units have been turned off.
  - All windows shall be kept closed while the heating systems are turned on.
  - Equipment and supplies shall **not** be stored so as to inhibit convection currents from any baseboard, radiator, or other heating unit.
  - Manual space heaters are **not** allowed per order of the Fire Chief because of the potential fire hazard in public buildings
  - Report any heating/cooling issues immediately the maintenance department

Closing blinds or curtains helps minimize loss of heat from radiation.

#### 5. Electrical Equipment:

- Completely turn off all **computers and peripheral equipment** at the end of the day unless being utilized for:
  - Dispatch operations i.e. FAO operations
  - Monitoring systems such as:
    - Voice recorders
    - Servers - web servers, file server, applications servers
    - Fire alarms systems
- All office machines shall be turned off at night including:

- Copy machines
  - Laminating equipment
  - Faxes (unless used for after-hour faxes)
  - All Other office machines
- Turn off all lights in non-occupied areas such as:
    - Non utilized Basements
    - Conference rooms
    - Kitchens
    - Bunkrooms
    - Offices
  - Exterior lighting:
    - Exterior light shall *only* be utilized between sunset and sunrise.
    - The *minimum* amount of exterior light necessary for safety and security shall be utilized.
  - Interior lighting:
    - The minimum amount of interior lighting per office should be utilized
    - Desk lamps should be kept to a minimum and utilized compact fluorescent bulbs when possible
    - Natural light should be utilized whenever possible, open blinds and shades whenever possible to regulate light and temperature
  - Refrigerators and freezers:
    - Shall be maintained frost free to maintain efficiency.
    - Shall not be over packed so as to make the unit inefficient.
    - Dust shall be removed from coils and under the unit to maintain efficiency.