

# CITY OF DENTON

## POLICY/ADMINISTRATIVE PROCEDURE/ADMINISTRATIVE DIRECTIVE

SECTION: GENERAL POLICIES AND PROCEDURES/DIRECTIVES	REFERENCE NUMBER: 502.02
SUBJECT: ENERGY CONSERVATION	INITIAL EFFECTIVE DATE: 07-08-2005
TITLE: BUILDING ENERGY CONSERVATION	LAST REVISION DATE:

### ADMINISTRATIVE DIRECTIVE:

The City of Denton is committed to the efficient use of energy resources in all existing and future buildings. Energy management and conservation are matters that involve all employees and all employees should take it upon themselves to encourage and perform energy-saving actions. Example: turning out lights in unoccupied areas. Every employee will be expected to be an “energy-saver” as well as an “energy consumer”.

This directive is designed to save as much energy as possible and still provide comfort for all people within the buildings, employees and citizens, and allow for special needs on a temporary basis. The Director of each area will ensure that the directive guidelines are followed.

The City of Denton shall investigate and, where appropriate, make recommendations regarding future actions to be taken. New and existing products and technologies shall be evaluated for use in City facilities. New construction shall require the use of energy efficient technology and meet all adopted building codes. The new construction bids will include energy efficient specifications and weigh future savings related to that efficiency.

It will be the City of Denton’s goal to plan and install, when economically feasible, new energy management systems in all City buildings. These systems should provide a cost pay back within a reasonable time period.

Department Directors will be responsible for resolving complaints. Facilities Management will work to resolve any equipment problems identified by the department Director.

### ADMINISTRATIVE PROCEDURES:

#### I. Air Conditioning and Heating Set Points

- A. In every City facility we will strive to maintain air conditioning/heating temperatures at the recommended standards as provided by International Energy Conservation Code or standards adopted and provided by Facilities Management. (standards: set thermostats at 74° F in the summer and 68° F in the winter)

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- B. The Director of the primary facility will be responsible for insuring that we maintain the year around required set points. The Director will ensure that the staff is informed of the guidelines/policy. He or she should encourage staff to wear appropriate clothes to accommodate individual needs. Example: Staff who continue to be cold natured should bring an extra sweater for winter days.
- C. The City of Denton does realize, with all equipment and buildings, that there will be a need for a request of variance in the directive. This can be obtained by the area ACM calling the Facilities Management Department. For example: space heaters (not recommend by Fire Department.)

**II. Event Scheduling**

- A. It will be the responsibility of the Director of the building/department, during the winter season to ensure the heating units are set down to 60°F when the building is unoccupied.
- B. It will be the responsibility of the Director of the building/department, during the summer season to ensure the air conditioning units are set up to 82°F when the building is unoccupied.

**III. Lighting**

- A. Light fixtures shall be cleaned, inside and outside, at periodic intervals in order to maintain maximum efficiency.
- B. Energy efficient lights shall be used in all fixtures. This includes the use of energy saving T8 fluorescent lamps and electronic ballast in all four-foot fluorescent fixtures and the use of low wattage compact fluorescent lamps in all appropriate incandescent fixtures.
- C. All efforts shall be made to ensure that lights are not left on in unoccupied areas. This should include a long-range goal to purchase and install, based on the budget, occupancy sensors in appropriate locations such as conference and meeting rooms and restrooms. Exterior lighting shall be equipped with timers or photocells. Employees should be encouraged to turn off lights in other areas including offices whenever they will be unoccupied for more than a few minutes. Lights in all gymnasiums or large activity rooms should not be left on unless the gym or room is being utilized. After hours cleaning crews have been instructed to make sure all lights are off.
- D. All exit signs should be modified to accept fluorescent lamps instead of incandescent lights, or alternatively, the use of LED exit signs shall be encouraged.
- E. Guidelines for the provision of adequate light levels should conform to the standard levels for various tasks as determined by the illuminating Engineering Society.

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- F. Continued research of new technologies for use in City facilities. Examples: radiant barrier at Denia Recreation Center, power correction devices at North Lakes Recreation Center.
- G. When a building is renovated we will follow the International Energy Conservation Code.
- H. We shall comply with Senate Bill 5 Voluntary Reduction such as: occupancy sensors, T8 electronic ballasts, radiant barriers, and waterless restroom fixtures.
- I. We shall implement and follow any other energy saving standards as accepted and approved by Council.