

Town of Chatham Board of Selectmen

**Policy No: 2011-1
Adopted August 23, 2011**

Town Energy and Resource Conservation Policy

In an effort to promote more responsible and efficient use of energy by the Town of Chatham, the Town has adopted the following guidelines with consideration given for public safety and emergency exceptions e.g. police/fire responses:

- Turn off all computers, monitors, and peripherals every night, including weekends, except during specified evenings for virus definition and Windows updates. Network equipment and security camera equipment is excluded. Computers should be set to go into “energy saver” mode, as defined by the IT Department, after 15 minutes of non-use.
- Turn off all office equipment (copiers, scanners, printers, etc.) every night, including weekends. Fax machines may be left on.
- Occupied temperature settings for the cooling season shall not be below 72°F. During unoccupied times, the air conditioning equipment shall be shut off or the temperature setting shall be adjusted as directed by the facilities manager.
- Occupied temperature settings for the heating season shall not be above 68°F. During unoccupied times, the temperature setting shall be as directed by the facilities manager.
- Windows and Doors
 - Close window blinds in the summer when the sun is facing your windows, to keep the sun out.
 - Do not open windows in heated or air-conditioned spaces.
 - Always shut doors and windows when leaving the office.
- Always shut off lights when leaving a room un-attended (including bathrooms, break rooms, meeting rooms, etc.). Utilize natural lighting where appropriate.
- All exterior lights shall be controlled by photocells and/or timers. Any timers shall be adjusted for daylight savings as necessary.
- Light fixtures installed in buildings or in exterior parking areas shall be fluorescent, LED or of a similar low energy type.
- When using Town vehicles, only travel when absolutely necessary. When possible, use web based meetings or conference calls.
- Never leave Town vehicles idling when unattended.
- When attending off-site meetings with other town officials, always car pool.
- When possible, use e-mail for internal notices. Only print email or attachments if necessary.
- All Departments shall purchase only energy efficient equipment and vehicles when appropriate (Energy Star rated, US Green Building Council recommended, etc.)