



ADMINISTRATIVE MANUAL

Section

Conservation

Subject

Energy Conservation Measures

The Department will conserve energy in the operation of its facilities and equipment.

Reference:

Administrative Bulletin No. 91-21, Conservation Hot Line, December 2, 1991

HEATING/COOLING

Department building temperatures will be regulated to maintain the lower limit of established comfort zones during heating periods and at the higher limit of such comfort zones during cooling periods.

LIGHTING

All lights not required for security or safety will be turned off, at the end of the workday, except during special periods designated by Department management.

Decorative lighting is to be minimized and interior lighting levels reduced, consistent with maintaining a productive work environment

FUEL

Drivers of Department vehicles shall:

- Use vehicles only when necessary
- Share vehicles when possible
- Not drive faster than the legal limit
- Not idle engines unnecessarily

Customer Call Center

The Customer Call Center (CCC) is available to provide information on conservation and the efficient use of energy and water.

The telephone number is:

800 DIAL DWP (800-342-5397)

The CCC is in operation 24 hours daily, including holidays.