



CITY OF SANDY SPRINGS, GEORGIA

Lights Out / Power Down Policy

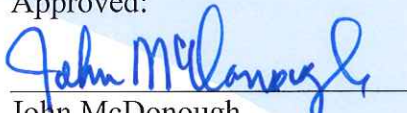
Energy Efficiency

- a. **Power down / Lights out.** It is the policy of the City of Sandy Springs to turn non-emergency lights out and power down electronic equipment at the end of each work day. Therefore, all employees and building maintenance staff shall be required to turn off lights and all other non-essential electronic equipment when space within any city building is expected to be out of use for four or more hours.
- b. **Consolidated Meetings.** In order to conserve resources, whenever there are four or fewer non-emergency, non-time sensitive items for consideration on a regularly scheduled meeting agenda, those items shall be incorporated into the next regularly scheduled meeting agenda and the first meeting shall be canceled.
- c. **Lighting.** New light fixtures shall be installed with energy efficient bulbs and existing light fixtures shall utilize energy efficient bulbs when bulbs are replaced. LED lamps shall be utilized in traffic signals.
- d. **Departmental Responsibilities.**
 1. Make certain that lights are turned off in any space, office, conference room, workroom, etc. when the space is not being used. In particular, ensure that all office and work area lights are turned off at night, weekends, and holidays.
 2. Make certain that this practice of turning off lights is monitored and that staff is directed to turn off lights at the end of the work day.



3. Make certain that power is shut down on personal computers, printers, monitors, copiers, and miscellaneous office equipment at the end of each work day.
4. Make certain that this practice, of shutting down frequently used office equipment is monitored, and that equipment is turned off on the weekends and holidays.
5. Make certain that seldom used equipment items such as paper shredders, pencil sharpeners, electric staplers, punch machines, and televisions, are not plugged in except when ready to use.
6. Use switch controlled power strips for seldom used equipment, left in the off position until ready to use, as an alternative to leaving seldom used equipment unplugged.
7. Discontinue operations of all interior decorative building lighting and discontinue use of any exterior lighting of buildings not needed for identification, safety or security purposes. This excludes flag poles and monuments/memorials.
8. Encourage the utilization of natural light if work areas are located on the perimeter of a building with windows.

Approved:


John McDonough