



CITY OF DUNWOODY  
COMMUNITY DEVELOPMENT  
DEPARTMENT

*LIGHTS OUT / POWER DOWN POLICY*

Article

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## LIGHTS OFF / POWER DOWN POLICY

### I. Purpose

The purpose of this policy is to state the City's position regarding the use of electricity in our offices and City facilities. This document will clarify our policy to reduce energy consumption by ensuring that non-emergency lights and office equipment are turned off or powered down when not in use, as well as describe departmental relationships, responsibilities and participation in the Lights Out/Power Down Policy.

Simple behavioral changes, such as turning off and powering down lights and equipment when not in use, have been shown to have a dramatic impact on electricity usage. All City departments and agencies shall implement the following Lights Out/Power Down Policy for all City facilities:

Furthermore, this policy reinforces the City's commitment to environmental, economic, and social stewardship. By incorporating environmental considerations into public use of resources, the City of Dunwoody will positively impact human health and the environment, reduce costs and improve the environmental quality of the region.

### II. Scope

The scope of this Lights Out/Power Down Policy covers City Hall and City Facilities without regard to the past method by which electricity has been or is customarily used.

The City Hall staff and all City Facilities staff are subject to the provisions of this policy.

### III. Definitions

When used in this policy, the following words, terms and phrases, and their derivations, shall be the meaning ascribed to them in this section, except where the context clearly indicates a different meaning,

A. AGENT means an official contracted or subcontracted person who is authorized to act on behalf of the City of Dunwoody and represent their interests.



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B. CITY DIRECTOR OF SUSTAINABILITY means the Director of Sustainability or other employee or agent as designated in writing by the City Manager.

C. EMPLOYEE means an individual drawing a salary or wage from the City whether on a full-time, part-time basis or contractual third-party. The term shall encompass all members of the Governing Authority without regard to whether or not such individual is compensated.

D. FREQUENTLY USED OFFICE EQUIPMENT means energy consuming office equipment that is used on a daily basis. By way of example, this includes personal computers, printers, monitors, and copiers.

E. GOVERNING AUTHORITY means the City entity responsible for the contract.

F. OFFICIAL means any elected or appointed person who holds office or serves in a position of public capacity.

G. SELDOM USED OFFICE EQUIPMENT means office equipment that is not used on a daily basis. By way of example, this includes paper shredders, pencil sharpeners, electric staplers, punch machines, and televisions.

**IV. Responsibility**

A. Director of Sustainability

The City Council may appoint the City Manager, or said agent appointed by the City Manager, to serve as the Director of Sustainability for the City, or the Council may contract with an independent third party to serve as the Director of Sustainability (per City Charter, Section 3.02).

DUTIES: The Director of Sustainability shall have the following duties and powers in regards to the Lights Out / Power Down Policy:

1. Work with all department heads to make certain that lights are turned off in any space—office, conference room, workroom, ect.—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. Work with all department heads to 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.



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3. Work with all department heads to 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. Work with all department heads to make certain that this practice, of shutting down frequently used office equipment, is monitored at that equipment is turned off on the weekends and holidays.
5. Work with all department heads to 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. Work with all department heads to 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. Work with all department heads to 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. Work with all department heads to encourage the utilization of natural light if work areas are located on the perimeter of a building with windows.