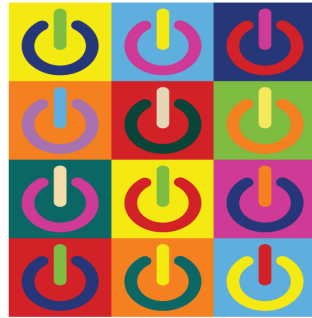


Burrell Ellis, CEO

DeKalb County, Georgia Greenest Urban County in America



DeKalb County's “Lights Out/ Power Down” Policy

January 2013

DeKalb County Government
2009 Bronze Certification

As DeKalb County Government strives to reach higher environmental goals for both its employees and the public, employees are reminded that unnecessary use of energy costs the County big money. Let's save energy and take a closer look at the County's Executive Order on the “Lights Out/ Power Down” Policy.

Volume 1, Issue 2



1. Employees are encouraged to turn lights off in all office and work areas when not in use and at the end of the work day, including nights, weekends and holidays.
2. Employees are encouraged to set computers to enter system standby or hibernate after 30 to 60 minutes of inactivity and set monitors to enter sleep mode after 5 to 20 minutes of inactivity.
3. Employees are encouraged to utilize natural light from windows for work areas located on perimeters of buildings with windows.
4. Employees are encouraged to power down electronic equipment at the end of the work day, including nights, weekends and holidays.
5. Employees are encouraged to unplug seldom-used equipment.
6. Employees are encouraged to use switch-controlled power strips for seldom-used electronic equipment.
7. Facilities Management will discontinue operation of all interior, decorative lighting and exterior lighting of buildings that is not needed for safety or security purposes.

Energy Saving Tips for the Home and Office



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- Unplug chargers and small appliances when not in use.
- Power down, shut down vs. logging off your computer after use.
- Set thermostats at 68 degrees during the winter months and 78 degrees during the summer months.
- Report leaky pipes; it also saves water.
- Look for Energy Star office equipment, such as computers, printers and fax machines.
- Run the dishwasher or washing machine only when full.
- Air dry large bulky clothing items/ large pots and pans.

Take the Energy Questionnaire



DeKalb County Government's Environmental Preferable Purchasing Policy Executive Order 09-07

Did you know that DeKalb County Government has an Environmental Preferable Purchasing Policy? "Environmentally preferable" means products and services that have a reduced effect on human health and the environment when compared with competing products and services that provide the same purpose. These products and services have a reduced environmental impact because of the way they are manufactured, used, transported, stored, packaged, and ultimately disposed of and will not harm human health, are less polluting, and/or minimize waste, maximize the use of bio-based or recycled materials, conserve energy and/or water and reduce the consumption or disposal of hazardous materials.

DeKalb County desires to remain fiscally responsible while promoting practices that improve public health and safety, reduce pollution, conserve natural resources and reward manufacturers and vendors who reduce the adverse environmental impact of their production and distribution systems by including environmental considerations in purchasing decisions.

For additional information on the County's Environmental Preferable Purchasing Policy, please contact the DeKalb County Purchasing and Contracting Department.

Is Your Department Purchasing Green Supplies?

Here is a list of Green Supplies that Departments can purchase.

1. Printer paper with post-consumer recycled paper. Don't forget to recycle paper in the blue bin.
2. Ink and laser print cartridges, can be purchased used from Cartridge World and recycled when empty. Additional saving for refilling an order.
3. Green cleaning products, recycling the container at the end of use.
4. ENERGY STAR appliances, computers, printers and faxes.



Turning things off seems simple, but remember that for every 1,000 kWh that you save by turning things off, you save \$100 on your utility bill, assuming average electricity costs of 10 cents per kWh.

Environmental Preferred Purchasing Benefits

- Reduced material costs for manufacturers.
- Reduced repair and replacement costs when using more durable and repairable equipment.
- Reduced disposal costs by generating less waste.
- Improved product design and performance of the product(s).
- Increased employee safety and health at the facility.
- Increased operating efficiency.
- Recognizing market preferences, and serving customers who have a stated interest in "environmentally friendly" products and practices.
- Distinguishing a company and its products from competitors.
- Avoiding hidden costs and pursuing cost savings.

