



POLICIES AND PROCEDURES MANUAL	Category Facilities & Properties	Policy Number FP.005
	Date October 1, 2016	Resolution Number 210/10/16

TOWN OF INUVIK FACILITIES STRATEGIC ENERGY CONSERVATION POLICY

1. POLICY

The Town of Inuvik strives to efficiently manage and reduce the consumption of energy whenever possible. The Town operates a number of facilities and an energy conservation policy for all facilities is needed.

2. PURPOSE

The purpose of this policy is:

- To establish and implement procedures to promote energy conservation and to outline energy conservation measures to be taken by all Town employees in the operation of Town facilities and equipment.
- To work towards ensuring that lighting within all Town facilities is turned off by staff when not otherwise required
- To ensure that minimum lighting is utilized in Town facilities whenever possible to conserve power

3. GENERAL CONSERVATION GUIDELINES

- a) Turn off the lights when they are not needed as employees leave their work areas during the day or at the end of work.
- b) Use task lighting in place of multiple over-head lighting fixtures and turn all lights off when leaving rooms or work areas.
- c) Portable heaters should not to be used in Town facilities. If indoor temperatures are uncomfortable, dress for the condition. Dress for work in layers, as appropriate for the season and the task. Notify the Director of Public Services should there appear to be issues with any heating or cooling system.
- d) When using small appliances, turn them off as soon as their work is done. Coffee and Tea pots especially should not be left on for extended periods of time.
- e) Ensure all non-essential equipment is turned-off before leaving the work area. Examples are: radios, fans, all small appliances, desk lamps, personal printers, etc.

4. HEATING, VENTILATION AND AIR CONDITIONING OPERATIONS

- a) Keep all exterior doors and windows closed when Heating, Ventilation and Air Conditioning units are in use.
- b) For those facilities not equipped with effective central air conditioning systems temperature control should be achieved by the use of fans and window adjustments instead of using window air conditioning units when possible
- c) Achieving thermal comfort temperature and humidity conditions that are acceptable to all occupants is a difficult, if not impossible, task.
- d) In buildings with centralized electronic/computerized controls, the start time for the HVAC equipment shall be set as late as possible while still allowing time to condition the building to guideline temperatures by the beginning of the workday.
- e) All HVAC equipment, including supply and return air fans are to be at minimum operation on weekends, holidays and for varying periods each night except for those facilities conducting Town business. These down times also include any time the building is minimally occupied and not serving its primary function. This includes times when only security, cleaning or maintenance personnel are present. Those buildings or areas which have been assessed as a special environmental conditions needs space may be exempt from this requirement.
- f) Occupants will use minimum lighting where possible to reduce energy consumption.
- g) All boilers in Town owned buildings will be tuned annually and brought up to maximum efficiency.

5. LIGHTING

- a) Indoor lighting will be reduced by the number bulbs used and /or wattage, wherever possible, to provide for the minimum but adequate lighting levels consistent with the needs of particular work tasks.
- b) New lighting systems shall be in the form of the latest energy saving technology within budgetary limits.
- c) Traditional holiday lighting shall be of the most energy efficient lighting available.
- d) Timers, photocells and motion detectors shall be implemented to the fullest extent possible at Town facilities, and individual departments shall review and identify potential locations for use. In addition, maintenance staff shall perform routine inspections of all devices to maintain proper operation.
- e) Skylights and windows with day light capabilities should be utilized if possible. Light fixtures mounted in and around skylights should be used only when necessary.

- f) Evening shift workers and contractors shall turn on lights only in the specific area where and when they are working. Lighting in work areas shall be kept off during breaks and lunches. They shall ensure that all lighting is turned off at the conclusion of their work and prior to the next day's business hours.
- g) Lights in all building areas and workspaces shall not be turned on unless needed. Employees will make certain that lights are turned off when leaving an area.
- h) All outside lights shall be turned off during daylight hours, except for those on photocells.
- i) Outside lighting and building accent lighting will be used only when the building or facilities are occupied, unless the lighting is used for security purposes. Nighttime security lighting will be minimized to a level that is adequate to reasonably protect the building and facilities.
- j) The installation of Exit Signs that employ light-emitting diode (LED) technology shall be used as replacements for less energy efficient devices during routine maintenance of individual units.
- k) Lights in vending machines and coolers shall be removed to reduce energy consumption. Only machines that need lighting to display perishable food type products may use lights as functional verses decorative and these machines will be on timers to turn lights off during non-business hours.