

SALT LAKE COUNTY  
COUNTY-WIDE POLICY  
ON  
ENERGY SAVINGS

**Purpose -**

To provide guidelines and a course of action for the use and conservation of energy by Salt Lake County agencies.

**1.0 Heating , Ventilation, and Cooling**

1.1 Building operators, security personnel, and janitorial staff should be instructed to keep thermostats at recommended levels for day and night use.

1.1.1 Air Cooling - Regulate temperature at 74 to 76 degrees.

1.1.2 Heating - Regulate temperature at 68 to 72 degrees during working hours. Regulate temperature at 55 to 58 degrees during the night.

1.1.3 Insulation Control - Use draperies and blinds to control solar insulation where possible.

1.1.4 Air Circulation - Air circulation systems and controls should be operated according to equipment specifications and building codes.

1.2 County agencies should plan and budget for a program of energy-saving installations and improvements to county facilities. These proposed retrofits should be programmed and justified in the County Capital Projects Plan.

1.3 Heating, cooling, and ventilation equipment should be maintained according to manufacturer's recommendations.

**2.0 Transportation Energy Savings**

The Fleet Management Division, shall assume primary responsibility for developing programs, encouraging participation therein, and ensuring implementation of the following energy savings measures.

2.1 Develop vehicle and equipment specifications that contribute to improved fuel economy, considering such factors as gross weight, engine displacement, axle/transmission ratios, and model size. Consider gross weight and EPA fuel consumption test data as part of bid selection criteria.

2.2 Regularly monitor a countywide policy on take-home vehicles to ensure proper controls, justifications, and authorizations are in effect for each instance.

2.3 Conduct user training program to instill fuel-saving driving habits, such as turning off the engine when stopped, minimizing air conditioner usage, keeping tires properly inflated, avoiding "jackrabbit" starts, gunning the engine to warm it up, etc.

- 2.4 Rigorously follow through on scheduled vehicle P.M. servicing dates. Emphasize checking of filters, spark plugs, timing, and other elements affecting fuel consumption. Carefully monitor fuel consumption records for each vehicle and promptly initiate action to correct excessive fuel usage.
- 2.5 Agencies should establish service priorities and rank fuel-consuming services so that less essential functions can be cut back in the event of fuel shortages. Outline a fuel-rationing plan based on county service priorities.
- 2.6 Agencies should schedule their work so as to minimize the number of vehicles taken to a job site and return trips for materials; route service trips so that travel distances are reduced; look for vehicle-sharing opportunities; combine trips where possible; efficiently match vehicle size to job requirements; or consider parking police patrol vehicles at appropriate locations for ten minutes each hour.
- 2.7 Buy diesel rather than gasoline-powered vehicles where appropriate. Consider conversion to and usage of alternative fuels, such as methane, ethanol, natural gas, etc.
- 2.8 Collect waste lubricating oil for sale or re-use.
- 2.9 Centralize fuel purchasing and obtain contractual commitments from backup sources.
- 2.10 Maintain accurate inventory of locations and sizes of fuel storage tanks and ensure minimum supply levels by timely ordering or refilling.

### **3.0 Carpooling**

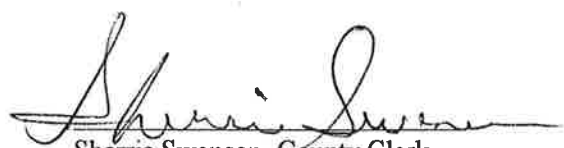
- 3.1 Encourage carpooling and use of the State of Utah "LIFT" telephone number [which is 533-5438 (533-LIFT)], among county employees to locate members for a carpool.
- 3.2 In a time of emergency, the County Mayor will designate a County agency to supervise carpooling among county employees.

APPROVED AND PASSED THIS 20<sup>th</sup> day of December, 2000.

BOARD OF COUNTY COMMISSIONERS  
OF SALT LAKE COUNTY

  
Mark Shurtleff, Chair

ATTEST:

  
Sherrie Swensen, County Clerk

APPROVED AS TO FORM:

 12/11/00  
District Attorney's Office Date