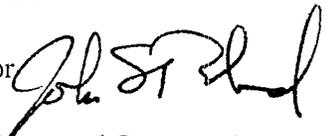


JOHN S. RICHARD
Director



BRAD HENRY
Governor

STATE OF OKLAHOMA
DEPARTMENT OF CENTRAL SERVICES

DATE: February 4, 2010
TO: All Appointing Authorities
FROM: John Richard, Director 
RE: Agency Energy Efficiency and Conservation Plans

In response to directives set forth in Senate Bill 833, the Department of Central Services (DCS) has been researching and identifying the best methods to aid state agencies in the development and implementation of their energy efficiency and conservation plans. We initially provided to all agencies a model plan from the State of Washington. Subsequently, DCS is devising templates specific to the State of Oklahoma and agencies should anticipate those within 90 days of the date of this letter.

While awaiting templates, attached is guide to some simple things you can begin doing immediately whether you own or lease your facility. DCS will continue to provide support for implementation of the plans, as well as for the goals contained within those plans. DCS will recommend ways not just to conserve energy, but evaluate direct vs. indirect energy use. An overall sustainability effort means making a commitment to be socially responsible to reduce our overall ecological footprint.

We have assigned Ms. Elizabeth Haigh to implement DCS' internal conservation plan, as well as assist state agencies with energy savings, conservation efforts and SB833 plans. Contact information for her is:

Liz Haigh, Office of Facilities Management • liz_haigh@dcs.state.ok.us • 405.521.3315

Our goal for completion and submission of preliminary sustainability plans has been set for the beginning of fiscal year 2011. Some of you have already submitted those plans. We are committed to the successful completion and continuous improvement of plans for state agencies, as well as education and awareness in all areas of sustainability.

For questions regarding the attached preliminary guidelines, please contact Liz Haigh at the contact information above. Thank you.

SB833 • Getting Started

Strategies You Can Implement Immediately To Improve Sustainable Practices at Your Agencies

- Assign an Energy Champion
- Recycle
- Two-Sided Printing
- Electronic Filing
- Water Conservation
- Electricity Conservation

Agencies That Own Their Facilities

- Use the [ENERGY STAR](#) Benchmarking Starter Kit to begin benchmarking energy usage
- Replace incandescent light bulbs with CFL's and T12 bulbs with T8
- Implement a Recycling Program
- Ensure preventive maintenance is being performed on equipment
- Remove unnecessary lights
- Replace faucet aerators with low-flow aerators

What Do We Do?



Agencies That Lease Their Facilities

- Discuss sustainability initiatives with your landlord
- Ensure small appliances and electronics are turned off and unplugged when not in use
- Adjust computer settings to enter 'Sleep Mode'
- Turn off all non-critical computers at the end of every day
- Minimize amount of trash generated
- Adjust thermostats during unoccupied hours



DCS Sustainability

RESOURCES

(click logo to follow hyperlink)

