



STATE OF WASHINGTON

DEPARTMENT OF EARLY LEARNING
P.O. Box 40970, Olympia, Washington 98504-0970
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December 30, 2013

Donna Albert
Department of Enterprise Services
DES Energy
PO Box 41015
Olympia, WA 98504-1015

REFERENCE: Executive Order 12-06 Report

Dear Ms. Albert:

Enclosed is a copy of the DEL Executive Order 12-06 Report for 2013.

The Department of Early Learning (DEL) is leasing a building at 1110 Jefferson Street in Olympia, WA. DEL has established daily start up and shut off time(s) for the HVAC units for the building. This not only helps with energy efficiencies, but also gives the HVAC unit (s) rests after hours and over weekends and holidays. The HVAC unit also is on a routine maintenance schedule including changing the air filters. We have also made efforts to only purchasing only ENERGY STAR office equipment. We also will be talking with our landlord about potential use of motion sensors for lights in offices, conference rooms and restrooms.

DEL is also planning to educate staff to conserve energy by turning off lights when rooms are not in use, turning off computers, monitors, copiers and printers during non-business hours. DEL will continue to work with the building owners and staff to attempt to reduce our energy consumption.

Sincerely,

A handwritten signature in cursive script that reads "Elizabeth M. Hyde".

Elizabeth M. Hyde, Ph.D
Department of Early Learning
Director

Enclosure

Executive Order 12-06 Report

ACHIEVING ENERGY EFFICIENCY IN STATE BUILDINGS

December 2013

Agency Name:	Department of Early Learning
Agency Point of Contact:	Shaun Sullivan
Point of Contact Title:	Office Manager
Telephone Number:	360-725-3505
E-mail Address:	Shaun.sullivan@del.wa.gov

Describe benchmarking, metering, audits, and energy retrofits completed by the agency in 2013 to meet the requirements of EO 12-06:

No benchmarking, metering, audits or energy retrofits were completed by the DEL in 2013.

Describe benchmarking, metering, audits, and energy retrofits that the agency plans to implement in 2014 to meet the requirements of EO 12-06:

DEL will negotiate with the building owners about installation of motion sensors in conference rooms and rest rooms.

Describe how the agency used Energy Star Portfolio Manager benchmarking in lease negotiations for new or renewed leases in 2013:

DEL did not use Energy Star Portfolio Manager benchmarking for lease negotiations or new leases in 2013.

Executive Order 12-06 Reporting Form

Describe actions that will be taken to save energy through operational changes and continuous monitoring using Portfolio Manager in 2014:

DEL will create and enter energy usage in Energy Star Portfolio Manager. DEL will continue educate staff on energy saving measures.

Attachment:

Agency Progress in Implementing EO 12-06 (Please attach the EO 12-06 Benchmarking and Retrofit Checklist here.)

Resources:

Go to the DES Portfolio Manager Webpage for a link to EO 12-06, RCWs, EPA resources and training, Step by Step Instructions, and Frequently Asked Questions at <http://www.des.wa.gov/services/facilities/Energy/EnergyStar>