



STATE OF WASHINGTON  
DEPARTMENT OF COMMERCE  
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[www.commerce.wa.gov](http://www.commerce.wa.gov)

November 30, 2016

Ms. Donna Albert  
Energy Program Manager  
Department of Enterprise Services  
1500 Jefferson Street SE  
Olympia, WA 98504

**RE: EXECUTIVE ORDER 12-06 REPORT FOR THE WASHINGTON STATE DEPARTMENT OF  
COMMERCE**

Dear Ms. Albert:

Please find attached the Washington State Department of Commerce report regarding the agency's implementation of Executive Order 12-06, Achieving Energy Efficiency in State Buildings. This year's report identifies our existing facilities, current energy usage data, and measures we will implement over the next year to further improve our energy use.

Over the course of the previous year, the Department of Commerce has continued to seek improvements in energy efficiency for its leased facilities in Olympia, Seattle and Spokane. In 2017, Commerce will work with its Sustainability Committee to further identify and implement opportunities to achieve greater efficiencies as well as seek strategic improvements through a work team chartered to implement Governor Inslee's Executive Order 16-07, Building a Modern Work Environment.

Should you have any questions regarding the attached, please contact Jo Keys, Managing Director, Office Services at (360) 725-2702 or [jo.keys@commerce.wa.gov](mailto:jo.keys@commerce.wa.gov).

Sincerely,

Connie Robins  
Deputy Director

Attachment



# Executive Order 12-06 Report

## ACHIEVING ENERGY EFFICIENCY IN STATE BUILDINGS

December 2016

Agency Name:	Washington State Department of Commerce
Agency Point of Contact:	Jo Keys
Point of Contact Title:	Managing Director Office Services
Telephone Number:	360-725-2702
E-mail Address:	Jo.keys@commerce.wa.gov

**Describe benchmarking, metering, audits, and energy retrofits completed by the agency in 2012 through 2016 to meet the requirements of EO 12-06. What percentage of agency owned square footage has been audited (all systems) and all life-cycle cost effective measures installed, since 2012?**

Commerce does not own the buildings in which its offices are located. The agency currently has leases in 4 buildings located throughout Washington State.

Commerce's primary headquarters is located within Buildings 4 and 5 of the Town Square Campus in downtown Olympia. Departmental staff fully occupies all four floors of Building 5. In addition to providing office space for staff use, Town Square Building 5 also supports 3 Electronic Vehicle (EV) chargers, which include 2 Commerce fleet EV and 8 employee-owned EV.

Commerce currently occupies 3 out of 4 floors in Town Square Building 4. Building 4 is also occupied by the Governor's Office of Regulatory Innovation and Assistance (ORIA), the Administrative Office of the Courts (AOC) as well as an espresso bar that is owned and managed by an outside entity unaffiliated with Commerce. As both Town Square Buildings 4 and 5 have independent master meters, energy usage data is inclusive of all building occupants.

In previous reporting, the second floor of Town Square Building 4 was unoccupied at the time. However, AOC has since leased this space and overall building energy use has increased by 13%, most likely a result of adding 40 occupants to a formerly vacant floor.

Olympia Facilities:

The Town Square Campus buildings occupied by Commerce are LEED silver certified buildings and include a number of energy efficiency improvements. Energy statistics are as

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follows:

Olympia:

Town Square Building 4 – Office – Site EUI = 74.2, Energy Star Score = 76

Town Square Building 5 – Office – Site EUI = 61, Energy Star Score = 85

2600 Martin Way, Suite 200

Developmental Disabilities Council – (no data). The Department of Commerce occupies 3,687 square feet in this building. Electricity is included in the lease costs.

Seattle:

Pacific Tower – Office, Education, Medical – Site EUI = 64.8. The Department of Commerce does not occupy any space within this building. Commerce is the master lease holder for the facility and lead a \$50-million-dollar renovation of Pacific Tower. This project has been designed to achieve significant energy use reductions, while meeting new occupancy criteria. Commerce employed an Energy Services Performance Contracting company to provide guidance and implementation of energy efficiency upgrades throughout the upgrade process.

Westin Building – Office (no data) Commerce is a minor tenant at the Westin Building. The primary energy consumption in this building is attributed to a server farm. Waste heat from the server farm is shared with buildings in a district heating loop, a very innovative application to create energy efficiencies.

Spokane:

Payton Building – Office (no data) Commerce is a minor tenant at the Payton Building.

**Describe benchmarking, metering, audits, and energy retrofits that the agency plans to implement in the next 5 years to meet the requirements of EO 12-06. What percentage of agency owned square footage will be audited (all systems) and all life-cycle cost effective measured installed, from 2012 – 2022?**

The Department of Commerce will continue to work with the building owners to reduce energy usage within its leased space of the Town Square Campus buildings. This may include potentially collaborating with the Washington State University Extension Office, also located in the Town Square Campus, to complete an energy audit or pursuing technical assistance. Commerce will also consider emphasizing energy improvements with lease renewal negotiations expected to begin in 2018.

In addition, Commerce will work with staff through its Sustainability Committee to

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implement low-cost and no-cost measures over the coming months and years. This may include modifications to scheduling, lighting controls, and the use of auxiliary devices in its Town Square facilities. Moreover, with the implementation of Governor Inslee's Executive Order 16-07 regarding modern work place improvements and alternative scheduling, Commerce will examine potential opportunities to create additional efficiencies.

### **Describe how the agency used Energy Star Portfolio Manager benchmarking in lease negotiations for new or renewed leases in 2012 – 2016, and how benchmarking will be used in future leased negotiations:**

The Energy Star Portfolio manager has not been used in lease negotiations to date. However, we anticipate it may be used during upcoming negotiations at Town Square in 2018.

### **Describe actions that will be taken in 2017 to save energy through operational changes and continuous monitoring using Portfolio Manager. Describe how you will engage occupants and staff to reduce energy use in the next 5 years:**

Facilities staff will be collaborating with the agency's Sustainability Committee on a potential 'Power Challenge'. This may include a contest between Town Square Buildings 4 & 5 in order to see which building may decrease its energy usage by the greatest percentage. Portfolio Manager will be used to assess progress. However, in order to successfully complete this initiative, collaboration and support from other lessees in the Town Square Building 4 must be obtained since, as previously noted, building tenants are not metered separately for energy usage.

While the Martin Way facility is not part of the Energy Star Portfolio Manager, facilities staff will include that office in operational changes to increase energy efficiency.

### **Attachment:**

#### **A - Agency Progress in Implementing EO 12-06 (by building)**

No attachment required. The agency does not own any buildings. Our primary leased buildings all have an energy star score >75 and, as a result, is qualified as a completed project.

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### **Resources:**

**Go to the DES Portfolio Manager webpage for a link to EO 12-06, previous reports, RCWs, EPA resources and training, Step by Step Instructions, and Frequently Asked Questions at <http://des.wa.gov/services/facilities-leasing/energy-program/energy-star-portfolio-manager>**