Resource Conservation Management Guidelines for Facility Operators

Date _____

Building Name _____

Auditor's Name _____

Telephone Number _____

Email _____

You can help your organization reduce its carbon footprint and operating costs, and increase resource efficiency by following these simple steps. Can you think of more to add to this list? If so, email your suggestions to the Department of Enterprise Services Resource Conservation Management Team at rcm@des.wa.gov For more information and resources go to our RCM webpage.

BUILDING ENVELOPE

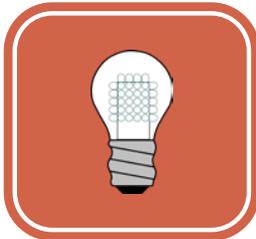|	
☐	Close doors and windows when mechanical equipment is operating. The building must be pressurized to properly distribute air in the building. Operate the building at its design pressure.
☐	Close window coverings at the end of the day to reduce heat loss at night, weekends and holidays.
☐	Inspect and repair broken windows, window caulking, misaligned doors and windows, missing weather stripping around doors and other breaches in the building envelope. Inspect using an infrared camera if available.
☐	Inspect and repair other air leak locations: • electrical outlets • plumbing • HVAC equipment • panels below windows • ceiling beams where they meet the wall, and around • other ceiling, roof, wall and floor penetrations
☐	Identify uninsulated areas (walls, roofs, attics) or if the insulation has been disturbed.
☐	Inspect insulation for moisture; repair leak and replace insulation as needed.
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WATER

☐	Encourage responsible use of water at sinks and in showers. Use low flow aerators and fixtures.
☐	Put domestic water recirculating pumps on an occupancy schedule.
☐	Inspect and repair any leaks you may see or other water problems (toilets running, sprinklers that water sidewalks, etc…)
☐	Turn off timed auto-fill and auto-flush urinals during unoccupied hours or replace with water saving technologies.
☐	Use separate meters for irrigation and domestic water.
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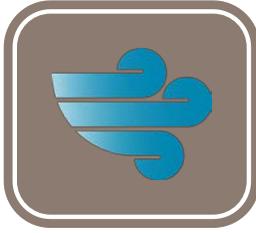
HEATING, VENTILATION AND AIR CONDITIONING (HVAC)

☐	Match HVAC set points and schedules to seasonal, occupied, and unoccupied building use.
☐	Make sure the demand-limiting feature in the Building Automation System is programmed to reset seasonally to best follow load conditions and reduce demand
☐	In rooms with programmable thermostats, such as portable classrooms, check the settings periodically to ensure that proper settings are maintained. Make seasonal and holiday changes as appropriate.
☐	If you use an over-ride switch on a thermostat for heating and cooling during off hours, make sure you are using the system properly and occupants are trained to use it.
☐	Verify Outside Air damper is functioning and the position is closed during morning warmup and during unoccupied periods.
☐	Confirm Demand Control (See our resources page at rcm.wa.gov) ventilation is operating correctly
☐	Provide alternatives, like a radiant heater (See our resources page at rcm.wa.gov), for occupants that aren't satisfied with the conditions.
☐	Disable vestibule heaters
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☐	

LIGHTING

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☐	Identify inefficient lighting technologies. Replace with LED when appropriate.
☐	Turn lights of in areas unoccupied for more than 3 minutes or use occupancy sensors.
☐	During custodial work, leave lights off except in areas where cleaning or other work is being done.
☐	Use daylighting when available. Turn out the lights near windows if there is enough daylight.
☐	Install occupancy sensors where appropriate.
☐	Turn off or dim outside lighting during late night and early morning hours (such as 11pm-5am) using motion sensing lighting or an automated lighting control system.
☐	When replacing lamps, always clean the inside of the fixture
☐	Develop a group re-lamping schedule where entire rooms or buildings are re-lamped. This will reduce time-consuming single lamp replacements and will provide uniform lighting. Saves labor hours.
☐	Check function of lighting controls, photocells, and occupancy sensors. Make sure they are only being activated when appropriate.
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PLUG-IN ITEMS

☐	At the end of each workday, encourage occupant to unplug unnecessary items.
☐	Warn occupants that unattended heaters can present a fire hazard. Encourage radiant heating(See our resources page at rcm.wa.gov) instead of fan driven heater.
☐	If demand charges are assessed, schedule high-demand electrical equipment such as kilns, dryers, etc. to operate non-simultaneously or off the peak load periods. (Peak load conditions occur during morning warm up and when most kitchen equipment is operating) Discuss the schedule with the operators of the equipment.
☐	Ask vendor for new vending machine with a lower plug load or get a vendingmizer.
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PAPER

☐	Use paper sparingly (copy paper, printer paper, paper towels, etc.). Use electronic communications and data storage whenever possible, instead of paper.
☐	Reuse of paper is better than recycling. Paper printed on only one side could be used for note pads, draft copies, or coloring by children. (Many daycares and primary grades can use the paper)
☐	Place recycling bins at each facility and a recycle box near each workspace. Place trash cans farther away than recycle bins to encourage recycling.
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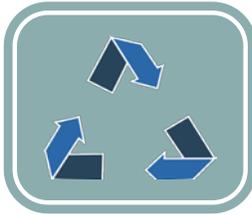
RECYCLING

☐	Talk to your waste management about recycling options and program development. For more information about recycling, call 1-800-RECYCLE or visit our resources page at rcm.wa.gov.
☐	Encourage use of recycling bins when possible and post recycling instructions near bins.
☐	Encourage rinsing of cans, glass and plastic before depositing into recycle bins.
☐	Encourage the reuse containers when possible.
☐	Establish a battery-recycling program (See our resources page at rcm.wa.gov).
☐	Establish an electronics-recycling (e-recycling) program (See our resources page at rcm.wa.gov).
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GARBAGE/COMPOSTING

☐	Conduct a waste sort for evaluation of waste content to identify opportunities for recycling, composting and better waste management practices.
☐	Encourage use of compostable utensils, cups and plates for events.
☐	Encourage use of compost bins, if available.
☐	Limit garbage and recycling by using re-useable containers. Lunches and snacks stored in reusable containers provide the best option for "no waste or recycling".
☐	When buying items, you should think about the amount of waste that will result and what parts could be recycled. It is best to limit both waste and recycling in your purchasing options. Buying bulk and utilizing reusable containers and bags works best.
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