

**WISCONSIN DEPARTMENT OF  
ADMINISTRATION**

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SECRETARY

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November 21, 2005

Dear Agency Head:

Governor Doyle issued Executive Order 132 on November 21, 2005 and a copy is attached. This order directs state agencies to take immediate steps to reduce energy consumption at state facilities. Current energy prices are at record high levels and the effects of hurricanes Katrina and Rita are still being felt in energy markets.

The department has set guidelines related to temperature, humidity, business/non business hours of operation, and other variables that affect energy usage in state facilities. These are available at <http://www.doa.state.wi.us/dsf/index.asp>, in the Energy Issues and Policies section. You and your staff should review these guidelines and implement them to the maximum extent possible within the facilities operated by your agency.

At the same time every agency can reduce energy usage through the actions of employees on a daily basis. Turning off lights, shutting down computers and printers, and other simple steps can lead to significant reductions in energy usage when done across state government. Informational materials are available through this department to share with employees in your agency on these and other simple steps to reduce energy consumption.

State agencies need to plan for higher energy expenditures in conjunction with taking aggressive conservation measures because of the magnitude of energy price increases. You and your budget staff need to prepare contingency funding plans to address any utility expenditures above budgeted levels. For example, the Department of Administration is reviewing its operating budget to determine how to address projected utility spending increases at the facilities it operates. The department is identifying ways to reduce or avoid planned expenditures in order to have funds available to pay higher utility bills. Agencies with separate fuel and utility appropriations should identify funds that can be transferred to those appropriations if needed to meet expenditures.

Energy conservation reporting is required by Governor Doyle's Executive Order. State agencies need to submit reports to this department no later than May 15, 2006, regarding energy conservation measures implemented between now and May 15 and the results of those measures.

November 21, 2005

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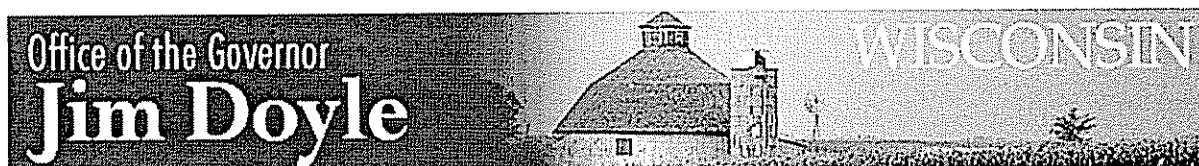
Staff is available from the divisions of State Facilities and Executive Budget and Finance to assist your agency in conservation measures and budget contingency planning. Contact Adel Tabrizi ([Adel.Tabrizi@Wisconsin.gov](mailto:Adel.Tabrizi@Wisconsin.gov) or 608-266-3850) in the Division of State Facilities regarding energy conservation measures and informational materials. Dan Caucutt ([Dan.Caucutt@Wisconsin.gov](mailto:Dan.Caucutt@Wisconsin.gov) or 608-266-0777) in the Division of Executive Budget and Finance is the contact person regarding budget planning.

Sincerely,



Stephen E. Bablitch  
Secretary

cc: Robert Cramer, Administrator Division of State Facilities  
David Schmiedicke, State Budget Director  
Agency Building Commission Contacts  
Agency Budget Directors  
Agency Facility Managers  
Adel Tabrizi  
Dan Caucutt



## Media Room

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### Executive Order # 132

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Relating to Winter Heating Season Energy Conservation Measures for Facilities Owned by the State of Wisconsin

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**WHEREAS**, the cost of energy including natural gas, oil, coal and other heating fuels are at record high levels; and

**WHEREAS**, the production of natural gas and the output of oil refineries continue to be restricted due to the impact of hurricanes Katrina and Rita; and

**WHEREAS**, conservation efforts can result in significant energy savings as demonstrated by the Department of Administration which reduced energy usage in the facilities it operates by 7.5% per square foot in 2004-05; and

**WHEREAS**, the Department of Administration has alerted agencies to the need to conserve energy and to prepare contingency funding plans for higher than anticipated energy and utility expenditures in 2005-06; and

**WHEREAS**, agencies are responsible for the cost-effective operation of facilities that they occupy; and

**WHEREAS**, building and facility managers throughout state government have the judgment and expertise to conserve energy resources while providing a safe and appropriate work environment;

**NOW, THEREFORE, I, JIM DOYLE**, Governor of the State of Wisconsin, by virtue of the authority vested in me by the Constitution and Laws of the State of Wisconsin, do hereby:

1. Proclaim that it shall be the policy of State of Wisconsin Executive Branch agencies to hold energy use in state-owned facilities to the minimum level possible without adversely affecting state facilities, equipment, employees, visitors or program operations; and
2. Proclaim that it shall be the goal of all State of Wisconsin Executive Branch agencies to promote employee awareness and understanding of energy conservation measures; and
3. Direct the Secretary of Administration to issue energy conservation guidelines for the 2005-06 heating season for use by all State of Wisconsin Executive Branch agencies that shall:
  1. Prescribe temperature, humidity and other standards for occupied and unoccupied space in state government-owned facilities; and
  2. Encourage the maximum use of automated temperature set-back systems and other routine procedures to conserve energy usage; and
  3. Increase maintenance and calibration checks on all controls and primary HVAC systems to promote efficient operation; and

4. Permit the use of innovative practices, such as consolidation of program functions within buildings to permit temperature setbacks and equipment shutdowns in portions of those buildings, to conserve energy usage; and
5. Increase building occupant awareness of energy conserving practices, such as turning off lights, office equipment (computers, printers, etc.), and coffee machines to conserve energy; and
6. Prescribe other steps that will promote energy conservation; and
4. Direct all Executive Branch agencies to cooperate fully with the Department of Administration to achieve energy usage reductions and cost savings; and
5. Direct the Secretary of each Executive Branch agency to take the necessary steps to promote energy conservation during the balance of the 2005-06 heating season; and
6. Direct all Executive Branch agencies to report to the Department of Administration on energy conservation measures implemented and the results of these measures during 2005-06.

**IN TESTIMONY WHEREOF**, I have hereunto set my hand and caused the Great Seal of the State of Wisconsin to be affixed. Done at the Capitol in the City of Madison this twenty-first day of November, in the year two thousand five.

JIM DOYLE

Governor

By the Governor:

DOUGLAS LA FOLLETTE

Secretary of State

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**STATE OF WISCONSIN ENERGY-USE POLICY**  
Wisconsin Department of Administration  
Division of State Facilities (DSF)  
November 2005

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## **I. Introduction**

This policy is intended to reduce the use of energy from fossil fuels and other sources in state owned and leased facilities without adversely affecting program operations. Agency heads, building users, managers, physical plant staff and facility designers share the responsibility for achieving this goal (Designers reference DSF [Energy Design Guidelines](#)).

## **II. Energy Conservation**

Energy conservation is not a one-time activity or project. It is an on-going responsibility, requiring daily attention and providing daily opportunities. Reducing energy usage in state government helps state agencies to manage utility budgets and reduce the demand for fossil fuels and generation of related air emissions.

## **III. Agency Heads and Program Managers**

Energy conservation starts here. Agency heads and program managers in state agencies are in position to provide strong leadership in the area of energy conservation. Building users, building managers, and physical plant staff look for leadership in this area and for clear direction and purpose. The management of facilities is a difficult and complicated task. Energy conservation efforts impact the physical work environment and individuals may not be completely comfortable with set temperatures, air movement, or other environmental variables. Physical plant staff and building managers may be asked to adjust the physical environment to address individual comfort levels.

Agency heads and program managers provide leadership and direction by reinforcing the policies that support energy conservation and working with building users to balance comfort with conservation. Clear communications regarding what to expect in work settings, support for energy conservation, and continued attention to energy conservation as a leadership and management responsibility can greatly improve the effectiveness of the state's Energy-Use Policy. Equally, lack of attention to energy conservation, poor role-modeling, and lack of support for building operational decisions can undermine the effectiveness of the Energy-Use Policy and lead to excessive use of energy in state operations.

Recognize that energy conservation is a continuing responsibility in state government and not a one-time effort to address current situations. Successful energy policies are supported visibly by agency heads and are continual, building on prior successes to achieve long-term success.

#### **IV. Building Users**

##### **A. Buildings**

**Windows:** Close operable windows when heating or air conditioning space. If windows have storm windows, use during heating season.

**Window Blinds and Shades:** Adjust blinds and shades during air conditioning season to reflect direct sunlight outdoors. At other times adjust to maximize natural daylighting. Close blinds and shades during heating season at night.

**Doors:** Keep passage and overhead doors closed as much as possible and do not block open while heating or air conditioning.

**Elevators:** Promote the use of stairs in place of elevators, where possible.

##### **Process Equipment**

**Fume Hoods:** Close sashes when not in use. Do not use as storage cabinets or to evaporatively dispose of chemicals.

**Kilns, Drying/Curing Ovens, Sterilizers:** Minimize preheat and run times. Shut off when not in use.

**Food Service and Kitchen Ventilation Equipment:** Shut off when not in use.

**Wood Dust Collection, Process Exhaust and Makeup Air Ventilation:** Shut off when not in use.

##### **B. Plumbing Systems**

**Water Conservation:** Avoid using domestic water as a source of heating or cooling. Water lawns and plantings before 10 a.m. or during the evening hours. Run dishwashers and clothes washers using full loads. Minimize shower time. Sweep paved areas clear of debris rather than hosing off.

##### **C. Heating, Ventilating and Air Conditioning (HVAC)**

**Thermostats:** In small buildings and in exterior zones of large buildings, adjust to 68°F maximum in the winter and 76°F minimum in the summer. Reduce to 60°F during unoccupied winter hours.

In interior variable air volume zones of large buildings, adjust to 76°F minimum.

In interior constant air volume zones of large buildings, adjust to 68°F maximum in the winter and 76°F minimum in the summer. Reduce to 60°F during unoccupied winter hours.

In vestibules, stairwells, mechanical/electrical rooms, elevator equipment rooms, unoccupied storage and similar spaces, adjust to 60°F in the winter.

Dress for comfort and plan for the conditions in your working environment.

**Ventilation and Air Conditioning:** Shut down equipment during unoccupied hours. Use building automation systems or time clocks to automate operations.

#### **D. Lighting and Electrical Systems**

**Lighting:** Turn off lights when space is not in use or natural daylighting is adequate. Use task lighting to reduce overall illumination levels.

**Office Equipment:** Turn off personal computers, printers, copy machines and other office equipment when not in use and during unoccupied hours. Use Energy Star rated electrical products and appliances. Set up office equipment for automatic sleep modes.

**Personal Equipment:** Eliminate use of individual cooking, space heating or cooling appliances and incandescent or halogen floor lamps.

### **V. Building Managers and Physical Plant Staff**

#### **A. Building**

**Insulation:** Repair damaged, displaced or missing building insulation.

**Windows and Doors:** Maintain weather stripping, glazing compound, caulking, seals and door closers to minimize infiltration. Repair broken glazing. Keep overhead doors closed as much as possible when heating or air conditioning. Close operable windows when heating or air conditioning space. If windows have storm windows, use during heating season.

**Finishes and Furnishings:** When refinishing and refurnishing, use light colors for better illumination at lower lighting levels. Minimize height of systems furniture and partitions for transfer of daylight.

#### **B. Plumbing Systems**

**Water Conservation:** Repair leaking faucets, fixtures, valves and piping. Avoid using domestic water as a source of heating or cooling. Water lawns and plantings before 10 a.m. or during the evening hours. Use 0.5 GPM flow restrictors on faucet outlets and 2.5 GPM restricted flow showerheads. Use 1.6 gallon/flush water closets and 1.0 gallon/flush urinals when replacing fixtures. Select water conserving models when purchasing dishwashers and clothes washers.

**Pumping:** Shut down domestic hot water recirculating pumps when unoccupied. Adjust domestic water pressure booster pumps for the minimum pressure and run time necessary to maintain adequate delivery pressure to fixtures.

**Water Heaters:** Periodically blow down water heaters to eliminate sediment buildup on heat exchange surfaces. Adjust burners and induced draft fans for optimum combustion efficiency. Adjust water temperature setpoint to minimum acceptable to building occupants.

#### **C. Heating, Ventilating and Air Conditioning (HVAC)**

**Thermostats:** In small buildings and in exterior zones of large buildings, adjust to 68°F maximum in the winter and 76°F minimum in the summer. Reduce to 60°F during unoccupied winter hours.

In interior variable air volume zones of large buildings, adjust to 76°F minimum.

In interior constant air volume zones of large buildings, adjust to 68°F maximum in the winter and 76°F minimum in the summer. Reduce to 60°F during unoccupied winter hours. Minimize the use of reheat.

In vestibules, stairwells, mechanical/electrical rooms, elevator equipment rooms, unoccupied storage and similar spaces, adjust to 60°F in the winter.

Use setback thermostats for perimeter heating zones.

Calibrate thermostats on a regular basis.

**Ventilation and Air Conditioning:** Shut down equipment during unoccupied hours.

Do not air condition gymnasiums, locker rooms, swimming pools, food service occupancies, commercial/institutional laundry areas, mechanical/electrical rooms, unoccupied storage spaces, correctional facility inmate areas, state park toilet/shower facilities, vehicle service and storage buildings, industrial/shop occupancies, utility buildings, wastewater treatment plants and similar areas.

**Filters:** Routinely replace or clean filters to minimize pressure drop.

**Belts:** Routinely adjust drive belts for proper tension and replace worn belts.

**Bearings:** Routinely lubricate motor and equipment bearings.

**Dampers:** Inspect dampers, damper seals, linkages and operators for proper sealing and operation. Repair and replace as needed for proper cycling, full closure and tight sealing.

**Insulation:** Repair or replace damaged or missing pipe, duct and equipment insulation. Provide high level of insulation in unconditioned spaces.

**Piping Systems:** Routinely blowdown strainers and clean strainer screens. Repair or replace leaking system components. Where excessive pump throttling is used, trim impellers or add variable frequency drive pump control.

**Air Systems:** Seal leaks in ductwork, around coils and in air handling equipment with duct sealer and/or sheet metal closures. Periodically check louver screens and accessible turning vanes and clean to minimize pressure drop.

**Building Automation and Controls:** Train appropriate building operators in the use of building automation and controls to minimize energy use. Optimize building start/stop equipment schedules to minimize operating time and stagger start-up times to limit electrical, central plant steam and chilled water demand. Shut down non-essential equipment when not occupied, heating pumps when heating isn't in demand and cooling/condenser pumps when cooling isn't in demand.

Calibrate controls and check for correct operation on a regular basis.

Review air compressor run times on a routine basis, adjust pressure setting to minimum acceptable and repair pneumatic system leaks.

Use reset schedules to minimize energy use for discharge air temperature control, heating hot water temperature and humidification setpoints.

**Boiler Tubes, Chiller Tubes, Coils and Heat Exchange Surfaces:** Clean fouled surfaces on a routine basis to ensure efficient heat exchange and minimal pressure drop. Use proper chemical water treatment program to minimize scale, fouling, corrosion and biological activity.

**Boiler and Cooling Tower Blowdown Systems:** Check and adjust automated blowdown systems to minimize blowdown while maintaining appropriate cycles of concentration.

**Cooling Towers:** Check and clean spray nozzles, distribution basin, fill and sump screens.

**Burners:** Routinely analyze flue gas and adjust burners for optimum fuel-air ratios.

**Steam Traps:** Routinely test and repair or replace leaking or failing steam traps

#### **D. Lighting and Electrical Systems**

**Lighting:** Turn off lights when space is not in use. Use occupancy sensors indoors and photoelectric sensors outdoors when retrofitting systems. Maintain sensors to ensure lights are off when not needed. Use LED exit lights when retrofitting.

**Office Equipment:** Turn off personal computers, printers, copy machines and other office equipment when not in use and during unoccupied hours. Use Energy Star rated electrical products and appliances.

### **V. Types of Facilities**

The application of the above guidelines will vary by type of building. Agency decisions regarding energy conservation need to reflect facility type and operational needs

#### **A. Residential Facilities**

Residential facilities with varying occupancies, such as college dormitories, should schedule lighting, room temperature setpoints and equipment operating schedules to take advantage of periods of light use or no occupancy. Facilities with continuous occupancies should schedule similar energy reduction measures for unoccupied hours in common areas with intermittent or daytime only use.

#### **B. Office Buildings**

State office facilities should be managed to reflect primary business hours and non-business hours. Office facilities should take maximum advantage of energy conservation during non-business hours and weekends. HVAC systems should be scheduled to reflect the limited use of these buildings on weekends. Motion sensors for lighting and HVAC terminal control and other passive energy conservation tools should be used extensively in these buildings.

#### **C. Research Facilities**

Research and laboratory facilities are particularly energy-intensive and need to be carefully managed to ensure maximum conservation while meeting the program needs of occupants. Building users, building managers and program managers should jointly identify and implement energy conservation plans and operating procedures. Research facilities should not be operated 24x7 as if fully occupied at all times; agencies should initiate energy conservation planning for these buildings based on office building hours of operation and make adjustments, if warranted, from this. Usage may be monitored during non-business hours and on weekends to determine if HVAC systems need to be operated beyond minimal levels. Operating procedures, such as closing the sashes of fume hoods when not in use, need to be set with building users, communicated, and followed for maximum energy conservation.

#### **D. Academic Facilities**

Usage of academic facilities varies from location to location and may differ from office buildings and research buildings. Building managers and building users should assess the hours of use and plan for energy conservation based on building scheduling. Opportunities for energy conservation exist in classrooms if not used through the day, if unused on certain days, and during off-hours such as weekends and evenings.

#### **E. Other Facilities and Infrastructure**

**Exterior Lighting:** Evaluate the amount of exterior lighting provided around facilities and on the grounds of campuses and institutions. Lighting is required for safety, security and way finding and can be accomplished with energy-efficient fixtures. Lighting for purposes other than safety, security and way finding should be assessed and reduced as appropriate.

**Athletic Facilities:** Assess the hours of operation and usage patterns to identify appropriate hours of operation for HVAC systems, lighting systems, exterior lighting, and other electrical systems.

**Central Heating and Power Plants:** State agencies own and operate central heating and power plants at many institutions across Wisconsin. Improvements in the operational efficiency of these facilities can have significant impacts on energy usage at state facilities.