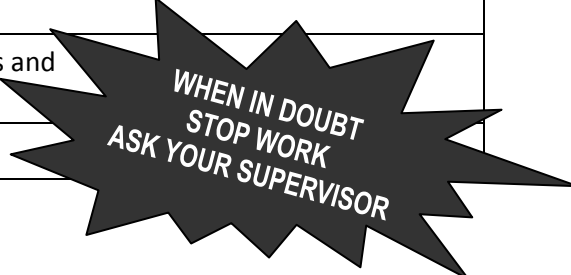


MANAGING LIGHTS AND ELECTRICAL DEVICES

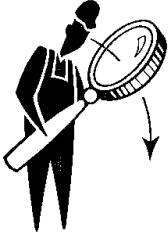


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PURPOSE	To ensure that we achieve our EMS goals related to consumption of electrical power and reduction of greenhouse gases from electrical generation. Our goal is to maximize savings in electricity use by promoting energy conscious behavior in all staff, students, faculty, and employees.
WHO	All sustain Winona Member Organization employees and contract workers/representatives.
WHERE	All Sustain Winona operations.



PLAN	<ul style="list-style-type: none"> Review the Sustain Winona greenhouse gas reduction and electrical power consumption targets and discuss with your EMS representative and supervisor. Be completely familiar with all of the material in this work instruction and with the various ways individual members of Sustain Winona can contribute to reductions in the use of electricity.
DO	<ul style="list-style-type: none"> Turn off lights: When you know that you are going to be the last person to use a space for at least one half hour, please turn off all lights when you leave the room. Where rooms have a switching option regarding how many light banks can be illuminated, choose only the amount of illumination you require in the space, don't just turn on everything be default. If your space has natural daylight that will suffice, don't use the lights. Phantom power: Many electrical devices, if they are plugged in, continue to draw power when not in use. Please unplugged all electrical devices that can be safely be unplugged when not in use (e.g. charges, laptops, small appliances, lamps etc.) Computers: Power off monitors when not in use and make sure that screen savers are in place for times when monitors are left running. If possible, power down computers at the end of every day. IT Departments will notify users when computers need to be left on for virus checking and updates. Small Appliances: Turn-off and unplug appliances when not in use for extended periods of time(e.g. microwave, coffee maker, small room refrigerators etc) Water Use: One of the largest single users of electricity in Sustain Winona member organizations the pumps required to distribute City water. If we can all reduce our water consumption, we can also reduce our electricity use. Please don't let water run when you are not using it and please only use what you need.

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<p>CHECK</p>	<ul style="list-style-type: none"> • Where possible, ensure that all electrical appliances are Energy Star certified prior to purchase and install.
	<ul style="list-style-type: none"> • Make the extra effort to follow the basic practices outlined in this work instruction in order to do your part for electricity use. • Review the Sustain Winona Environmental Management Program on Greenhouse Gas reduction for more detailed information on Sustain Winona's policies and procedures.
<p>RESPOND</p>	<ul style="list-style-type: none"> • Discuss reduction of electrical power use targets with your co-workers and especially your students (if applicable). Knowledge and awareness are our two most useful tools.
	<ul style="list-style-type: none"> • Encourage participation in energy management programs within your organization. Challenge yourself and others in your organization to save. • Make suggestions for improvements or further education/training.
<p>REPORT</p>	<ul style="list-style-type: none"> • Discuss issues and observations related to this work instruction with your supervisor
	<ul style="list-style-type: none"> • Identify process that could benefit from revision and make suggestions and additions. • Be proactive with regard to energy management!

REVIEW THESE RELATED PROCEDURES:

Implementing Behavioral Changes – OC-05