



RESOURCE CONSERVATION & SUSTAINABILITY GUIDE

FOR TENANTS AND STAFF IN DEPARTMENT OF ADMIN. SERVICES BUILDINGS

The Department of Administrative Services (DAS) buildings are resource conservation zones. That means, DAS works hard to save energy and water in our buildings, as well as ensure everyone recycles to the best of their ability. Our goal is to save tax-payer money and to be the best stewards of our environment that we can be. We need everyone who works and visits our buildings to help with that goal. We created this quick reference guide to share with you what we expect of all tenants in our buildings.

WATER

Water is a precious resource in Oregon. Even though it seems like it rains all the time, we are often short water supply for irrigation in the summer and regular use in the winter, due to storms or droughts. It's imperative we do what we can to save water in DAS buildings.

Report any leaks you notice inside or outside buildings to your manager, and don't leave the water running while you scrub your hands or dishes.



ENERGY CONSERVATION



DAS is required to save at least 10% of the energy we used in the year 2000, by a new law, ORS 330-180-0080. To accomplish this, we've put in place an extensive policy that includes our maintenance staff and our tenants. That policy can be found at: <http://www.facilities.das.state.or.us/1256378.pdf>. Here are a few ways we ask everyone to help out:

- ⚙ Turn off computers, monitors, speakers, printers, label makers and associated equipment when you leave at night. Turn off monitor if away more than 1 hour. (See next page for more info on electronic equipment.)
- ⚙ Turn off task lights and radios if away more than 1 hour.
- ⚙ Don't use space heaters that consume more than 150 watts and have the potential to confuse the building system if placed near a thermostat.
- ⚙ Don't use hot plates, individual coffee pots, or other devices that could be a fire hazard.
- ⚙ Don't bring in unnecessary plug loads (anything that plugs into an outlet) such as personal fountains, small refrigerators, large fans, etc.
- ⚙ Manage blinds for comfort. If you sit by a window:
 - in the *winter* – open blinds during the day to let sunlight in and close blinds at night to keep cold air out
 - in the *summer* – close blinds when the sun shines on them, and open them at night to help cool the space near your desk naturally.

ELECTRONIC EQUIPMENT



The DAS Information Resource Management Division (IRMD) is responsible for setting statewide policies and technology direction. Most IT departments rely on IRMD for a final word on issues. IRMD agrees that turning off computers, monitors, and other peripherals when employees leave for the day does not damage the components. Besides, computer technology changes so fast that computers don't stay in use long enough to die of old age. Most computers are replaced long before they break down. Turning off computers saves money on reduced energy costs. This should be done by all agencies, unless there are special programs that download at night – those PC's should be left on, but monitors should always be off.

Monitors are the bigger electricity hogs of a computer system and are the most important to turn off at night. And, just using the power-down feature is not enough. A monitor in power-down mode still consumes about 50 watts while you're gone. That costs the State money. Use the manual on/off button – it saves everything.

But, it's not just IT equipment. Spread the word that in addition to computers, monitors, printers, and speakers, it is also copiers, and other equip. that should be turned off at night, weekends and holidays – not just in "sleep" mode, but off completely.





But, I don't work for DAS. How do I know if I'm a tenant in one of their buildings? Here's a list of all our buildings – see if your location matches on of them:

SALEM BUILDINGS

- Agriculture
- Commerce
- Garden Pride
- General Services
- Justice Building
- North Mall Office
- Print Plant
- Public Service
- Real Estate
- Salem Motor Pool
- Steam Plant
- Archives
- Executive
- General Svcs Annex
- Human Services
- Labor & Industries
- N.M. Office District
- Property Dist. Center
- Public Utilities
- Revenue
- State Library

PORTLAND BUILDINGS

- Albina
- Blind Commission
- Portland Crime Lab
- Portland Motor Pool
- Portland State Office

EUGENE BUILDINGS

- Eugene State Office
- Springfield Motor Pool

PENDLETON BUILDINGS

- New Pendleton State Office
- Old Pendleton State Office
- Pendleton State Police Garage

OTHER AREA BUILDINGS

- Burns Archival Center
- Central Point Crime Lab

GARBAGE & RECYCLING

In mid-2002, one of the Special Sessions of the Legislature mandated that DAS centralize all garbage and recycling collection in our buildings. That means, all tenants are required to take their waste material to centralized depots in their buildings, which DAS custodians empty nightly. Individual waste material can be dumped either daily or less frequently, as long as no perishables stay in cubicle areas overnight. This can cause fruit flies, odor, and unsanitary conditions, which can cause problems for you and your neighbors, or bring small critters into your office area.



In DAS buildings, we encourage reuse of office products before buying new. This includes file folders, paper clips, binders, sheet protectors, boxes, and any other material that is in decent condition and could be used again. Talk to your office manager to find out where the stash of used office material resides in your area before ordering new. If there isn't a place, work with your coworkers to create one.



All state buildings have extensive recycling programs. In DAS buildings, tenants have central places to recycle:

- all paper material
- cardboard
- batteries
- laser print cart.
- toner cartridges
- metal
- plastic
- glass
- aluminum cans

DAS custodians also recycle many items for the benefit of tenants and healthy environments. For example, fluorescent tubes collected when replacing burned out lights are recycled through a formal contract.

SUSTAINABILITY



What is sustainability? What does it have to do with my job and how I work in state government?

Sustainability means "using, developing, and protecting resources at a rate and in a manner that enables people to meet their own needs and provides that future generations can meet their own needs. Sustainability requires simultaneously meeting environmental, economic, and community needs."

In May 2000, Governor Kitzhaber, signed Executive Order 00-07, Development of a State Strategy Promoting Sustainability in Internal State Government Operations. This E.O. directed the State of Oregon to "develop and promote policies and programs that will assist Oregon to meet a goal of sustainability within one generation – by 2025." Governor Kulongoski followed this with a new E.O. on sustainability in 2003.

Both these E.O.'s were embraced by state agencies and they immediately began programs to accomplish them. In DAS, Facilities, we learned that we can only do so much with efficient building operation and construction, resource conservation, non-toxic cleaning products, etc. We realized we need our tenants help to keep what comes into the buildings sustainable. That's why we ask your help in reusing products before buying new, in buying products that the packaging – or product itself – can be sent back at the end of its life, in saving energy and recycling in our buildings, and in watching for areas to improve. Thank you!