



CITY OF PHILADELPHIA

Commissioner Awesome
Department of Best Service to Taxpayers

To: All Department X employees
From: Commissioner N.R. Gsaver
Re: Energy Usage

Good Afternoon,

Greenworks Philadelphia was launched back in 2009 and is an exciting and ambitious plan to transform Philadelphia into the greenest city in the United States of America. Target 1 of this plan commits us to reducing City government's own energy consumption by 30 percent by 2015, and Mayor Nutter is calling on us to help meet the goal. I want our department to play a major role in helping reduce energy use.

It is crucial to create sustainable practices here in City government. Our deliberate actions towards sustainable workplaces will encourage the city at large to follow suit and has the potential to create a groundswell of action.

In order to be a part of the plan and be a catalyst for change here in the city, I am establishing a new energy efficiency related policy in the X Department. This "Power Management Policy" will engage all City employees use our facilities to get their jobs done.

The purpose of this policy is to reduce energy use throughout our department by:

1. Procuring the energy efficiency alternative in our equipment
2. Working with IT establish and administer energy efficient default settings on our computer equipment
3. Using our existing equipment more efficiently:
 - a. Shut down your computer and monitor when you leave for the day.
 - b. Turn off lights in unused areas
 - c. Use the revolving door option- it keeps the conditioned air inside
 - d. Close blinds on hot summer days to keep offices cooler
 - e. Turn off and unplug all appliances when you are done using them (i.e. coffee makers, cell phone chargers, etc.)

I appreciate all that you do to reduce energy use and help to save your department money, so thank you. Do you have a story about how you conserve energy at work? Please share it with us by emailing NRGsavers@phila.gov. I look forward to hearing about and recognizing your contributions to amore energy efficiency XXX Department!

Please read through the attached [materials] and contact [WHO] with any questions. We will go over this policy and its implementation at our next Directors meeting.

Thank you,
NRGSAVER

