# Oakland County Executive
# Department of Facilities Management
# Energy Management Procedures
**September 1, 2026**

## 1. Goal

The acquisition and management of energy is fundamental to the mission and operation of Oakland County. This requires a program that ensures that the Department of Facilities Management is operating, maintaining, and repairing components of the utilities system (electric, natural gas, water, sewer, and solar) to attain optimum efficiency in energy use. It also requires support for the reduction of energy consumption and, in collaboration with the Office of Sustainability, to advance the County's commitment to environmental stewardship and minimizing greenhouse gas (GHG) emissions.

These procedures address energy conservation and utilities management for buildings and facilities operated by the Oakland County Executive and managed by the Department of Facilities Management. Each building and facility will be required to implement the provisions of these procedures to reduce energy consumption and work toward the County Executive's goal of achieving net zero GHG emissions for County government operations by 2050, with an interim target of 50% emissions reduction by 2035.

These Energy Management Procedures provide:

a. Structured and accountable energy management.
b. Fiscal accountability for energy use and conservation projects.
c. Efficient, collaborative mechanisms for purchasing and delivering energy.
d. Guidance for planned design, engineering, and construction projects.

## 2. Applicability

These procedures apply to all Oakland County government buildings and facilities managed by Facilities Management, and to all employees and other individuals using the same.

## 3. Coordination

The County Executive, through Facilities Management, will coordinate all actions as prudent and necessary to reduce energy consumption by the stated goal. To the extent that some of the provisions contained herein involve coordination with other branches of government who occupy facilities operated by the County Executive, these government entities shall coordinate with and provide input to Facilities Management to assist in the formulation and implementation of a system wide Energy Management Program.

## 4. Responsibility

Facilities Management, in partnership with the Office of Sustainability, is responsible for:

a. Developing short and long term programs to control energy use in County facilities.

b. Establishing reporting procedures for all energy conservation projects.

c. Developing an annual and long term budget planning effort to support efficient energy use and goals in conjunction with Fiscal Services.

d. Promoting research for the development of efficient energy strategies.

e. Reporting periodically to the County Executive and the Board of Commissioners on energy conservation goals, objectives, and accomplishments.

f. Keeping current on the development of energy saving equipment, devices, and systems applicable to the County's needs.

g. Establishing long-range plans for conversion of inefficient and outmoded systems in County owned buildings and equipment.

h. Establishing specific energy standards that will serve as guidelines for architects and engineers and others.

i. Requiring that architectural and engineering firms conducting studies or developing plans for construction or alteration of facilities and utilities systems produce designs or recommendations that are the most energy efficient and cost effective in the areas of HVAC, lighting, building envelope, and incorporate the use of renewable energy where feasible.

j. Collecting and analyzing existing historical energy consumption use in a database.

k. Anticipating changes in the availability and cost of energy sources.

l. Developing contingency planning to ease the impact of a sudden disruption in supplies of fossil fuels, natural gas, or electricity.

m. Tracking energy consumption using an electronic spreadsheet or database.

n. Serving as the liaison with utility companies and federal agencies such as the Department of Energy.

o. Reviewing and implementing strategies for limiting energy use in summer and winter to reduce consumption and cost.

p. Bringing awareness to Oakland County employees and the public about Energy Management through the initiatives of these procedures.

q. Revising and updating the provisions of these Energy Management Procedures.

**5. Energy Conservation and Utilities Management**

General Provisions

a. All Executive operated Oakland County buildings and facilities, regardless of the source of funding for their operations, will be managed in the most energy efficient manner with consideration of public health and safety.

b. Facilities Management will continue to identify energy efficiency improvement measures to the greatest extent possible, undertake all necessary steps to seek appropriate funding for their implementation and, upon securing funds, implement the measures.

c. All new construction, remodeling, renovation, and repair projects will be designed using Oakland County building standards for optimum energy utilization, life-cycle operating costs, and in compliance with all current applicable energy codes and regulations

d. The County Executive promotes the use of renewable energy sources, wherever possible, both in new construction projects and in existing buildings and facilities.

e. Facilities Management will endeavor to take the necessary steps to provide an adequate, reliable, and cost-effective utilities infrastructure at all present and planned future buildings and facilities managed by the department.

f. The County will consider all available funding sources for implementation of energy efficiency improvement and utilities infrastructure renewal projects. Funding sources may include federal and state budget appropriations; federal, state and private sector grant opportunities; and other unique public/private collaborative efforts which may become available.

g. The County Executive will seek to collaborate with federal, state and local governments and other appropriate organizations in accomplishing energy conservation and utilities management programs.

h. Facilities Management will maintain an individual from existing staff who will manage energy and utilities with the responsibility for conservation and utilities management programs.

i. Facilities Management will monitor energy usage in all buildings and facilities monthly and prepare an annual report on energy utilization. Facilities Management will maintain an energy database in which monthly building data will be compiled and reported.

j. Facilities Management will develop and maintain energy efficiency strategic goals and objectives as a component part of its Capital Improvement Program, which will include tactical recommendations in the areas of new construction, deferred maintenance, facility renewal, and energy projects. These goals and objectives will drive the overall Energy Management Program for the County Executive and be coordinated with the rolling five-year budget of the Capital Improvement Program.

k. To monitor the effects of energy conservation efforts on the programs and working environment of buildings and facilities impacted by these procedures, Facilities Management will consider and evaluate feedback from the departments and divisions it serves.

l. To enhance the effectiveness of these Energy Management Procedures, training on new energy management concepts and programs will be provided as necessary.

m. It is understood that the County’s emergency plan will supersede these procedures during times such as short-term electrical outages, large-scale grid failures, natural gas curtailments, and severe weather events.

## 6. Maintenance & Operations Provisions

General Practice

a. Facilities Management will make the necessary arrangements to achieve optimum efficiency in the use of natural gas, electricity, water, or any other purchased energy resources to meet the heating, cooling, and lighting needs of the buildings and facilities.

b. Facilities Management will pursue the purchase of energy through alternative suppliers when doing so is proven to be cost effective.

c. Wherever possible and practical, each building and facility will operate and maintain a computerized energy management system that will provide reporting and control of the energy related activities therein.

d. During occupied building hours the target temperature will be set to the following levels to allow the County to efficiently and economically conserve energy:

    1. Heating Season: 68 – 72 degrees Fahrenheit
    2. Cooling Season: 74 - 78 degrees Fahrenheit

    Except for areas requiring special operating conditions, such as electronic data processing facilities, or as required by law, buildings and facilities temperatures will fluctuate between the limits stated above. Temperature settings based on recommendations provided by the Department of Energy and ASHRAE.

e. During unoccupied building hours (weekdays overnight, weekends, and holidays), the target temperature will be set back to the following levels to allow the County to efficiently and economically conserve energy:

    1. Heating Season: 60 degrees Fahrenheit
    2. Cooling Season: 82 degrees Fahrenheit

f. Scheduling of events and operations within buildings and facilities will be optimized to reduce the number of building zone areas operating at partial or low occupancy and to promote individual building air conditioning and heating system shutdowns to the greatest extent possible during the evenings, weekends, and holiday periods.

g. Evening meetings in County-owned or managed buildings will be limited to buildings where HVAC systems can be operated for only the meeting room areas, except at the direction of the Director of Facilities Management.

h. Space allocations within buildings and facilities will be consolidated whenever possible and practical to permit the best utilization of energy resources.

i. Maintain a six degree dead-band between heating and cooling modes for heat pumps.

j. All windows and doors in buildings and facilities that are air-conditioned will be kept closed and as secure as possible to prevent loss of conditioned air. Window shades should be closed at the end of the workday.

k. Facilities Management will work to reduce energy usage during low load occupancy periods while ensuring that building ventilation and lighting systems operate to meet health and safety code requirements.

l. When replacing energy consuming and/or utilities infrastructure equipment, energy efficient models will be given the highest consideration.

Electrical Conservation

m. The County Executive, through Facilities Management, will evaluate demand-reduction programs, and participate where practical during periods of high energy demand. Reductions in non-critical loads may be made in an effort to aid in the state electrical grid integrity and to avoid exceeding previously established peak load levels within the County.

n. During times of high energy demand, Facilities Management may elect to send out an emergency broadcast message through the County's email system asking all departments to voluntarily eliminate unnecessary electrical loads by shutting down any lighting, printers, copiers, and other devices as appropriate.

o. During times of high energy demand, Facilities Management may implement load shedding by placing some buildings on generator power for the period of time necessary to keep electrical energy use below threshold limits, while continuing to maintain critical building safety infrastructure.

p. Outdoor air ventilation within buildings will be set as prescribed by state building code.

q. Outside air dampers will be minimized during unoccupied building hours.

r. All air conditioning equipment, including supply and return air fans, are to be set back on weekends, holidays and for varying periods each night, except where it would adversely affect electronic data processing installations, 24-hour operations, or other special need areas.

s. Relative humidity levels inside buildings are not to exceed 60% for any extended period of time.

t. Exhaust fans are to be shut off where possible on weekends, holidays, and weekday evenings, except where it would adversely affect electronic data processing installations, 24-hour operations, or other special need areas.

u. Restricted electrical appliances are not permitted within individual offices or workstations unless specifically required by occupants because of medical conditions or other extenuating circumstances. These appliances include, but are not limited to the following:

    1. Personal space heaters
    2. Personal coffee pots
    3. Personal refrigerators
    4. Personal microwaves
    5. Other personal electric appliances such as toasters, air fryers, humidifiers, etc.

    Facilities Management may grant exemptions on a case-by-case basis. When allowed by exception, appliances must be provided by the user, be Energy Star rated, be U.L. Certified, and be inspected by Facilities Management prior to use.

    Each work area may share one Energy Star rated refrigerator, microwave, or similar appliances for every 20 to 25 employees. These appliances must be certified by Facilities Management before they are used.

v. After hours interior lighting practices will follow these guidelines[1]:

[1] This guideline selectively applies to buildings that house 24/7 operations.

1. All buildings have a minimum number of lights and lighted exit signs that remain on constantly by code and or safety or security reasons.
2. Building interior lighting is on generally, as needed, starting at 7:00 AM, Monday through Friday.
3. Building interior lighting is off generally by 8:00 PM, Monday through Friday in buildings, unless necessitated for cleaning by custodial crews or working staff.
4. Building interior lighting is off during weekend and holiday hours except in the case of special events or if staff is working in a particular area.
5. All lighting, except what is required for security purposes or by building code, will be turned off when buildings and facilities are unoccupied, such as at the end of the workday. Custodial personnel will turn lights back on only for the time actually required for custodial work.
6. Building Safety Unit staff making after hours watch rounds will turn off any lights left on and report same for follow up.

w. All office equipment including copiers (without fax function), single function printers, and personal computers, plus monitors, will be turned off by appropriate staff at the end of the workday whenever possible. Copiers, single function printers, and personal computers shared by multiple staff should have determined typical hours of use, so staff know to turn devices back on if needed during non-typical use hours. Personal computers with GoToMyPC remote access and fax machines are excluded and may remain on.

x. During work hours, all capable PCs should be optimized for power efficiency appropriate for the particular PC using the power options settings feature.

y. Indoor lighting will be reduced in number and / or wattage, wherever possible, to provide for the minimum but adequate lighting levels consistent with the needs of the programs and functions being provided in those spaces, and with any state-mandated standards for the efficient and effective use of those spaces.

z. Existing interior and exterior lighting systems will be retrofitted to new energy-saving technologies where practical and as funding permits. New lighting systems will make use of the latest proven energy-saving technology.

aa. Employees are encouraged to turn off lights when leaving a space unoccupied for more than even a few minutes. Rooms equipped with occupancy sensors will be adjusted to shut off the lights in the shortest practical time.

bb. Employees with exterior offices are asked to consider working with LED task lighting rather than overhead lighting whenever outside light conditions permit.

cc. Employees are encouraged to use task lighting whenever possible to help reduce unnecessary overhead lighting in areas.

dd. Outside lighting on building exteriors and Service Center grounds will be maintained at foot-candle levels necessary to provide appropriate security and safety on the facility's grounds, parking lots, and building entrances.

ee. Exterior lighting will be turned off during daylight hours.

ff. Purely decorative lighting on or in County Executive buildings and facilities, beyond reasonable display lighting, will not be added. Existing decorative lighting beyond reasonable display lighting will be eliminated where possible. In general, decorative lighting will not be used for commercial or holiday purposes unless specifically exempted by the County Executive.

<u>Natural Gas Conservation</u>

gg. Domestic hot water temperatures will be set at target temperatures as defined per building under the Water Management Program (WMP).

hh. All natural gas fired boilers in all buildings and facilities will be inspected at least once annually and brought up to maximum efficiency unless automated combustion controls are installed. In the case of automatic controls, verification of combustion efficiency will be conducted routinely or at least monthly for the central heating plant and quarterly for decentralized boilers. A record of these readings will be maintained at each building or facility.

ii. Facilities Management will maintain the central heating plant and utilities infrastructure in good working order and will undertake preventive maintenance schedules to maintain the highest possible system efficiencies and the lowest operating costs.

Water Conservation

jj. Facilities Management will take every necessary step to conserve water resources, including such steps as installing controls to optimize irrigation water use, reducing water usage in restrooms and showers, and considering the possible use of reclaimed water.

kk. Watering on the grounds will be done to minimize evaporation losses from hot weather conditions.

ll. Spray irrigation systems will be maintained to reduce water spray from directly hitting buildings, sidewalks, and parking lots.

**7. Program Improvements through Employee Suggestion and Participation**

a. The County Executive encourages employees to consider ways and means of reducing energy consumption and will refer all ideas for improved energy management through Facilities Management .

b. Employees are asked to become knowledgeable about these procedures and to comply with them.

c. Employees are asked to advise their supervisor of any circumstances that prevent adherence to the County's Energy Management Program.

d. Employees are asked to inform Facilities Management of any heating, cooling, or water issues encountered.

e. Facilities Management will encourage continuing energy conservation and lowest utilities operating costs in all buildings and facilities managed by the County Executive by recognizing the suggestions of individual employees and managers and publishing the results of energy saving initiatives on the department website.

f. Facilities Management will post on the department website each building's progress by comparing energy use reduction from year to year.

g. Facilities Management will encourage departments and operations located within its managed facilities to appoint volunteer "green monitors" to work with Facilities Management in reaching its energy goals.

h. Facilities Management will promote these procedures through its presence on the County's website, periodic emails, and through publications like the Telegraph newsletter.

## 8. Energy Management Procedures Employee Dress Code Recommendations

Employees are asked to dress appropriately in consideration of occupied temperature settings and consult their department for guidelines for any questions as to what is considered appropriate dress.

## 9. The Energy Management Procedures and Other Green Initiatives

a. These procedures stand as one component of other “green and sustainability” initiatives established or pursued by Oakland County and Facilities Management. Initiatives such as recycling, hybrid schedules, and the four-day work week serve along with these procedures to reduce the County’s greenhouse gas footprint. These procedures are designed to supplement and support those initiatives.

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