

## Power Down / Lights Off Policy

### I. PURPOSE

The purpose of this policy is to establish a complete and standardized policy for the use of electricity in buildings and facilities owned and/or operated by Rockdale County, Georgia. To create the standard for the use of electricity and the position of the Rockdale County Board of Commissioners regarding the use of non-emergency lighting and office equipment.

### II. APPLICATION

This policy applies to all buildings and facilities owned and/or operated by Rockdale County, Georgia. Employees will be notified of this policy through email. Employees that do not have email will receive a hard copy of the policy. Newly hired employees will receive a copy of this policy as part of their orientation package.

### III. STATEMENT OF POLICY

Studies conducted have concluded that turning off lights and all non-essential electronic equipment when not in use will result in a substantial cost and energy savings.

### IV. GUIDANCE


- Shut down the power on personal computers, printers, monitors, copiers, and miscellaneous office equipment and the end of each work day.
- Make certain that seldom used office equipment is not plugged in, or as an alternative that the power strip is turned off, except when ready to use.
- Turn off lights and all non-essential electronic equipment within any and all buildings and facilities owned and/or operated by Rockdale County when the building or facility is expected to be out of use for five (5) hours or more.

### V. POLICY CHANGE

The Rockdale County Board of Commissioners reserves the right to delete, modify, amend, or repeal this policy at any time with or without prior notice.

Adopted this 28 day of October, 2014, with an effective date of December 15, 2014.

Rockdale County, Georgia  
Board of Commissioners

By:   
Richard A. Oden, Chairman

Attest:

  
Jennifer Rutledge, County Clerk