



Energy Conservation Plan

Purpose:

Section 48-52-620, Code of Laws of South Carolina, requires all state agencies, school districts and public colleges and universities to develop energy conservation plans to reduce their energy consumption by one percent annually during fiscal years 2009-2013 and by a total of a 20 percent reduction in energy use by 2020, as compared to 2000 levels. These plans are to be submitted to the South Carolina Energy Office.

Section I: Facility/Site Description

In a few paragraphs, please include a basic summary of facilities or site(s). If you have several similar buildings, you can combine them into one general building description.

SCDMV has 70 field office locations throughout the State of South Carolina. Funding requirements swell each year because the existing structures are older, structures are added to the inventory via construction, and replacement values increase as a result of rising construction costs. These funds are necessary for critical major maintenance and replacement of deteriorating key infrastructure, including leaking roofs, aging HVAC systems, no energy management controls. All of which contribute to more energy consumption and dramatic decreases in energy efficiency.

SCDMV field offices designed and constructed in the late 1970's early 1980's no longer meet office and customer space needs without undergoing significant renovations and major maintenance. Example: HVAC systems designed more than 20 years ago do not have the capacity to cool the increased heat loads that come from today's electronic office equipment, such as copy and fax machines, computers, laser printers, and security systems- as well as greater number of staff per square foot as South Carolina's population has radically increased served by the SCDMV.

A significant number of HVAC, wiring, roof, lighting, and electrical systems in various DMV offices, including Blythewood Headquarters, have exceeded their useful lives, routinely fail, and require emergency replacements every year, causing the DMV unnecessary losses of productivity, increases in energy consumption, and increased costs in labor and mobilization fees.

Please see attached building profile on page 2 to see the breakdown of each of the field offices that we are anticipating replacing to new energy efficient fixtures and ballasts.

| DMV Locations | Year Built | Age | Condition | Type/Use | Size | Building Envelope | Lighting Systems | Control Systems | Hours of Operation | Metering | HVAC Systems | Share Status | # HVAC of Units | Size | Size | Size | Type HVAC | Yr HVAC Installed | Expected Life HVAC (Yrs) | # Actual Years Passed | Expected Replace Year | Est. Replacement Cost | Comments |
|-------------------------|------------|-----|-----------|---------------------------|------|----------------------|------------------|-----------------|-----------------------------|-----------------|-------------------------|--------------|-----------------|------|------|------|-----------|-------------------|--------------------------|-----------------------|-----------------------|-----------------------|----------|
| Aiken | 1975 | 34 | | Customer Service - Office | 3567 | Brick-- Metal Roof | Fluorescent T-12 | None | M-F 8:30-5:00 Sat 8:30-1:00 | No Sub Metering | Aiken | | 4 | | | | HP | 1996 | 15 | 13 | 2011 | \$0.00 | |
| Allendale | 1980 | 29 | | Customer Service - Office | 2415 | Brick-- Shingle Roof | Fluorescent T-12 | None | M-F 8:30-5:00 | No Sub Metering | Allendale | S | 2 | | | | HP | 1997 | 15 | 12 | 2012 | \$0.00 | |
| Ashley Landing | 2001 | 8 | | Customer Service - Office | 3000 | | Fluorescent T-12 | None | M-F 8:30-5:00 | No Sub Metering | Ashley Landing | | | | | | | | | | 0 | Lease | |
| Batesburg | 1980 | 29 | | Customer Service - Office | 1320 | | Fluorescent T-12 | None | M-F 8:30-5:00 | No Sub Metering | Batesburg | | 1 | 7.5 | | | Gas | 2006 | 15 | 3 | 2021 | \$0.00 | |
| Belton | 1972 | 37 | | Customer Service - Office | 4251 | Lease Building | Fluorescent T-12 | None | M-F 8:30-5:00 | No Sub Metering | Belton | | 1 | | | | HP | | | | 0 | Lease | |
| Bennettsville | 1990 | 19 | | Customer Service - Office | 3354 | Brick-- Shingle Roof | Fluorescent T-12 | None | M-F 8:30-5:00 | No Sub Metering | Bennettsville | | 2 | 7.5 | 5 | | Gas | 1990 | 15 | 19 | 2005 | \$22,500.00 | |
| Bishopville | 1987 | 22 | | Customer Service - Office | 3351 | Brick-- Shingle Roof | Fluorescent T-12 | None | M-F 8:30-5:00 | No Sub Metering | Bishopville | | 2 | 7.5 | 5 | | Gas | 1987 | 15 | 22 | 2002 | \$22,500.00 | |
| Bluffton | 1988 | 21 | | Customer Service - Office | 3349 | Brick-- Shingle Roof | Fluorescent T-12 | None | M-F 8:30-5:00 | No Sub Metering | Bluffton | | 2 | 7.5 | 5 | | HP | 1988 | 15 | 21 | 2003 | \$22,500.00 | |
| Camden | 1991 | 18 | | Customer Service - Office | 3346 | Brick-- Shingle Roof | Fluorescent T-12 | None | M-F 8:30-5:00 | No Sub Metering | Camden | | 2 | 7.5 | 5 | | HP | 1991 | 15 | 18 | 2006 | \$22,500.00 | |
| Charleston (Leeds Ave.) | 1989 | 20 | | Customer Service - Office | 6708 | Brick-- Shingle Roof | Fluorescent T-12 | None | M-F 8:30-5:00 Sat 8:30-1:00 | No Sub Metering | Charleston (Leeds Ave.) | | 3 | 7.5 | 5 | 5 | HP | 1989 | 15 | 20 | 2004 | \$31,500.00 | |
| Charleston (Lockwood) | 2005 | 4 | | Customer Service - Office | 3500 | Lease Building | Fluorescent T-12 | None | M-F 8:30-5:00 | No Sub Metering | Charleston (Lockwood) | | | | | | | | | | 0 | Lease | |
| Dealer Central | 1999 | 10 | | Dealer Only Office | 2500 | Lease Building | Fluorescent T-12 | None | M-F 8:30-5:00 | No Sub Metering | Dealer Central | | 1 | | | | | | | | 0 | \$0.00 | |
| Chester | 1988 | 21 | | Customer Service - Office | 4100 | Brick-- Shingle Roof | Fluorescent T-12 | None | M-F 8:30-5:00 | No Sub Metering | Chester | | 2 | 7.5 | 5 | | Gas | 1988 | 15 | 21 | 2003 | \$22,500.00 | |
| Chesterfield | 1981 | 28 | | Customer Service - Office | 4285 | Brick-- Shingle Roof | Fluorescent T-12 | None | M-F 8:30-5:00 | No Sub Metering | Chesterfield | S | 2 | 7.5 | 7.5 | | HP | 1981 | 15 | 28 | 1996 | \$27,000.00 | |
| Columbia Shop Rd. | 1991 | 18 | | Customer Service - Office | 9286 | Brick-- Shingle Roof | Fluorescent T-12 | Pro Logic | M-F 8:30-5:00 | No Sub Metering | Columbia Shop Rd. | | 4 | 7.5 | 7.5 | | HP | 1997 | 15 | 12 | 2012 | \$0.00 | |
| Conway | 1987 | 22 | | Customer Service - Office | 5355 | Brick-- Shingle Roof | Fluorescent T-12 | None | M-F 8:30-5:00 | No Sub Metering | Conway | | 2 | 7.5 | 5 | | HP | 2007 | 15 | 2 | 2022 | \$22,500.00 | |
| Darlington | 1984 | 25 | | Customer Service - Office | 4499 | Brick-- Flat Roof | Fluorescent T-12 | None | M-F 8:30-5:00 | No Sub Metering | Darlington | S | 2 | 7.5 | 5 | | HP | 2007 | 15 | 2 | 2022 | \$22,500.00 | |
| Decker Mall | 1999 | 10 | | Customer Service - Office | 2500 | Lease Building | Fluorescent T-12 | None | M-F 8:30-5:00 | No Sub Metering | Decker Mall | | | | | | | | | | 0 | Lease | |
| Dillon | 1984 | 25 | | Customer Service - Office | 4019 | Brick-- Shingle Roof | Fluorescent T-12 | None | M-F 8:30-5:00 | No Sub Metering | Dillon | S | 2 | 7.5 | 5 | | HP | 1984 | 15 | 25 | 1999 | \$22,500.00 | |
| Dutch Plaza | 1998 | 11 | | Customer Service - Office | 2000 | Lease Building | Fluorescent T-12 | None | M-F 8:30-5:00 | No Sub Metering | Dutch Plaza | | | | | | | | | | 0 | Lease | |
| East Cooper | 1996 | 13 | | Customer Service - Office | 3000 | Lease Building | Fluorescent T-12 | None | M-F 8:30-5:00 | No Sub Metering | East Cooper | | | | | | | | | | 0 | Lease | |

| DMV Locations | Year Built | Age | Condition | Type/Use | Size | Building Envelope | Lighting Systems | Control Systems | Hours of Operation | Metering | HVAC Systems | Share Status | # HVAC of Units | Size | Size | Size | Type HVAC | Yr HVAC Installed | Expected Life HVAC (Yrs) | # Actual Years Passed | Expected Replace Year | Est. Replacement Cost | Comments |
|----------------------------|------------|-----|-----------|---------------------------|------|-------------------------|------------------|-----------------|-----------------------------|-----------------|-------------------|--------------|-----------------|------|------|------|-----------|-------------------|--------------------------|-----------------------|-----------------------|-----------------------|--------------|
| Fort Mill | 2009 | 0 | | Customer Service - Office | | Lease Building | Fluorescent T-8 | | M-F 8:30-5:00 | No Sub Metering | Fort Mill | | 2 | | | | HP | 2009 | | 0 | | | |
| Fountain Inn | 1990 | 19 | | Customer Service - Office | 3443 | Brick-- Shingle Roof | Fluorescent T-12 | None | M-F 8:30-5:00 | No Sub Metering | Fountain Inn | | 2 | 7.5 | 5 | | Gas | 1990 | 15 | 19 | 2005 | \$22,500.00 | |
| Gaffney | 1988 | 21 | | Customer Service - Office | 4388 | Brick-- Shingle Roof | Fluorescent T-12 | None | M-F 8:30-5:00 | No Sub Metering | Gaffney | | 2 | 7.5 | 5 | | Gas | 1988 | 15 | 21 | 2003 | \$22,500.00 | |
| Georgetown | 1990 | 19 | | Customer Service - Office | 3361 | Brick-- Shingle Roof | Fluorescent T-12 | None | M-F 8:30-5:00 | No Sub Metering | Georgetown | | 2 | 7.5 | 5 | | Gas | 1990 | 15 | 19 | 2005 | \$22,500.00 | |
| Green. Laurens Rd--Vacated | 1983 | 26 | | Customer Service - Office | 4021 | | Fluorescent T-12 | None | M-F 8:30-5:00 | No Sub Metering | Green. Laurens Rd | | 1 | 10 | | | Gas | 1995 | 15 | 14 | 2010 | \$18,000.00 | |
| Greenwood | 1980 | 29 | | Customer Service - Office | 3425 | Brick-- Shingle Roof | Fluorescent T-8 | None | M-F 8:30-5:00 | No Sub Metering | Greenwood d | | 1 | | | | HP PKG | 2003 | 15 | 6 | 2018 | \$0.00 | |
| Hampton | 1976 | 33 | | Customer Service - Office | 3024 | Brick-- Metal Roof | Fluorescent T-8 | None | M-F 8:30-5:00 | No Sub Metering | Hampton | S | 2 | 7.5 | 5 | | HP | 1976 | 0 | 33 | 1976 | \$22,500.00 | |
| Irmo/Ballentine | 1994 | 15 | | Customer Service - Office | 6000 | Brick-- Metal Roof | Fluorescent T-12 | Trane Varitrac | M-F 8:30-5:00 | No Sub Metering | Irmo/Ballentine | | 2 | 7.5 | 7.5 | | HP | 1994 | 15 | 15 | 2009 | \$27,000.00 | |
| Kingstree | 1986 | 23 | | Customer Service - Office | 1956 | Brick-- Shingle Roof | Fluorescent T-12 | None | M-F 8:30-5:00 | No Sub Metering | Kingstree | | 2 | 7.5 | 4 | | HP | 1995 | 15 | 14 | 2010 | \$20,700.00 | |
| Ladson | 1987 | 22 | | Customer Service - Office | 5406 | Brick-- Shingle Roof | Fluorescent T-12 | None | M-F 8:30-5:00 | No Sub Metering | Ladson | | 2 | 7.5 | 7.5 | | Gas | 1987 | 15 | 22 | 2002 | \$27,000.00 | |
| Lake City | 1981 | 28 | | Customer Service - Office | 5372 | Brick-- Shingle Roof | Fluorescent T-12 | None | M-F 8:30-5:00 | No Sub Metering | Lake City | | 2 | 7.5 | 5 | | Gas | 1991 | 15 | 18 | 2006 | \$22,500.00 | |
| Lancaster | 1972 | 37 | | Customer Service - Office | 2177 | Brick-- Flat Roof | Fluorescent T-12 | None | M-F 8:30-5:00 | No Sub Metering | Lancaster | | 2 | 10 | 3 | | HP | 1997 | 15 | 12 | 2012 | \$23,400.00 | HVAC ON ROOF |
| Laurens | 1965 | 44 | | Customer Service - Office | 2685 | Brick-- Metal Roof | Fluorescent T-12 | None | M-F 8:30-5:00 | No Sub Metering | Laurens | S | 2 | 5 | 3 | | HP | 1995 | 15 | 14 | 2010 | \$14,400.00 | |
| Lexington | 1979 | 30 | | Customer Service - Office | 4391 | Brick-- Flat Vinyl Roof | Fluorescent T-12 | None | M-F 8:30-5:00 Sat 8:30-1:00 | No Sub Metering | Lexington | | 4 | | | | HP | 2005 | 15 | 4 | 2020 | \$0.00 | |
| Manning | 1974 | 35 | | Customer Service - Office | 2720 | Brick-- Flat Roof | Fluorescent T-12 | None | M-F 8:30-5:00 | No Sub Metering | Manning | | 2 | 5 | 3 | | HP | 1993 | 15 | 16 | 2008 | \$18,900.00 | |
| Marion | 1979 | 30 | | Customer Service - Office | 4223 | Brick-- Metal Roof | Fluorescent T-12 | None | M-F 8:30-5:00 | No Sub Metering | Marion | S | 2 | | | | HP | 1990 | 15 | 19 | 2005 | \$18,900.00 | |
| McCormick | 1978 | 31 | | Customer Service - Office | 1697 | Brick-- Shingle Roof | Fluorescent T-12 | None | M-F 8:30-5:00 | No Sub Metering | McCormick | S | 1 | 7.5 | | | HP | 1997 | 15 | 12 | 2012 | \$0.00 | |
| Myrtle Beach | 1984 | 25 | | Customer Service - Office | 3187 | Brick-- Shingle Roof | Fluorescent T-8 | None | M-F 8:30-5:00 | No Sub Metering | Myrtle Beach | | 2 | 10 | 3 | | HP | 2002 | 15 | 7 | 2017 | \$23,400.00 | |
| Newberry | 1974 | 35 | | Customer Service - Office | 2978 | Brick-- Shingle Roof | Fluorescent T-8 | None | M-F 8:30-5:00 | No Sub Metering | Newberry | S | 1 | | | | Gas Pkg | 2000 | 15 | 9 | 2015 | \$0.00 | |

| DMV Locations | Year Built | Age | Condition | Type/Use | Size | Building Envelope | Lighting Systems | Control Systems | Hours of Operation | Metering | HVAC Systems | Share Status | # HVAC of Units | Size | Size | Size | Type HVAC | Yr HVAC Installed | Expected Life HVAC (Yrs) | # Actual Years Passed | Expected Replace Year | Est. Replacement Cost | Comments |
|-------------------|------------|-----|-----------|---------------------------|------|-------------------------|------------------|-----------------|-----------------------------|-----------------|-------------------|--------------|-----------------|------|------|------|---------------|-------------------|--------------------------|-----------------------|-----------------------|-----------------------|-----------------|
| N. Augusta | 1975 | 34 | | Customer Service - Office | 3567 | Brick-- Shingle Roof | Fluorescent T-12 | None | M-F 8:30-5:00 | No Sub Metering | N. Augusta | | 3 | 5 | 3.5 | 3.5 | Gas | 1986 | 15 | 23 | 2001 | \$21,600.00 | |
| N. Myrtle Beach | 1997 | 12 | | Customer Service - Office | 2500 | Lease Building | Fluorescent T-12 | None | M-F 8:30-5:00 | No Sub Metering | N. Myrtle Beach | | | | | | | | | | | | |
| Orangeburg | 1975 | 34 | | Customer Service - Office | 7487 | Brick-- Shingle Roof | Fluorescent T-12 | None | M-F 8:30-5:00 | No Sub Metering | Orangeburg | S | 1 | | | | HP | 2007 | 15 | 2 | 2022 | | |
| Pickens | 1992 | 17 | | Customer Service - Office | 5401 | Brick-- Metal Roof | Fluorescent T-8 | None | M-F 8:30-5:00 | No Sub Metering | Pickens | | 2 Elec 3 Gas | 7.5 | 7.5 | | Gas | 1992 | 15 | 17 | 2007 | \$27,000.00 | |
| Ridgeland | 1985 | 24 | | Customer Service - Office | 4553 | | Fluorescent T-12 | None | M-F 8:30-5:00 | No Sub Metering | Ridgeland | S | 2 | 7.5 | 5 | | HP | 1985 | 15 | 24 | 2000 | \$22,500.00 | |
| Rock Hill | 1977 | 32 | | Customer Service - Office | 4609 | Brick-- Shingle Roof | Fluorescent T-12 | None | M-F 8:30-5:00 Sat 8:30-1:00 | No Sub Metering | Rock Hill | S | 2 | 7.5 | 7.5 | | Air/Elec Heat | 2007 | 15 | 2 | 2022 | \$27,000.00 | |
| Spart. Fairforest | 1975 | 34 | | Customer Service - Office | 5105 | Brick-- Flat Vinyl Roof | Fluorescent T-8 | None | M-F 8:30-5:00 | No Sub Metering | Spart. Fairforest | S | 2 | 7.5 | 7.5 | | HP | 2003 | 15 | 6 | 2018 | \$27,000.00 | |
| St George | 1985 | 24 | | Customer Service - Office | 4659 | Brick-- Shingle Roof | Fluorescent T-8 | None | M-F 8:30-5:00 | No Sub Metering | St George | S | 2 | | | | Air/Elec Heat | 1985 | 15 | 24 | 2000 | \$22,500.00 | |
| St Matthews | 1970 | 39 | | Customer Service - Office | 2303 | | Fluorescent T-12 | None | M-F 8:30-5:00 | No Sub Metering | St Matthews | S | 1 | 7.5 | | | HP | 2000 | 15 | 9 | 2015 | \$0.00 | HVAC IN CEILING |
| Sumter | 1986 | 23 | | Customer Service - Office | 4388 | Brick-- Shingle Roof | Fluorescent T-12 | None | M-F 8:30-5:00 | No Sub Metering | Sumter | | 2 | 7.5 | 5 | | HP | 1998 | 15 | 11 | 2013 | \$22,500.00 | |
| Union | 1970 | 39 | | Customer Service - Office | 2480 | Metal Bld-- Metal Roof | Fluorescent T-12 | None | M-F 8:30-5:00 | No Sub Metering | Union | S | 1 | 7.5 | | | Gas Pkg | 2003 | 15 | 6 | 2018 | \$13,500.00 | |
| Walterboro | 1986 | 23 | | Customer Service - Office | 3460 | Brick-- Shingle Roof | Fluorescent T-12 | None | M-F 8:30-5:00 | No Sub Metering | Walterboro | | 2 | 7.5 | 3 | | Gas | 1986 | 15 | 23 | 2001 | \$18,900.00 | |
| Winnsboro | 1982 | 27 | | Customer Service - Office | 2441 | Brick-- Shingle Roof | Fluorescent T-12 | None | M-F 8:30-5:00 | No Sub Metering | Winnsboro | S | 2 | 7.5 | 3 | | HP | 1992 | 15 | 17 | 2007 | \$18,900.00 | |
| Woodruff | 2000 | 9 | | Customer Service - Office | 2500 | Lease Building | Fluorescent T-12 | None | M-F 8:30-5:00 | No Sub Metering | Woodruff | | | | | | | | | | 0 | Lease | |
| Vacated | | | | | | | | | | | | | | | | | | | | | | | |



Energy Conservation Plan

Section II: Energy Team Overview

A. Description of Energy Team

The SCDMV Energy Team is comprised of 7 representatives from the following departments and functions within the organization: Facilities, Field Administration/Operations, Maintenance, Administration, Finance, IT and Procurement. The Energy Team was established in May of 2009 and meets to discuss energy management issues and plans to reduce energy consumption.

B. List of Energy Team Members

Marcia Adams- Executive Director

Wanda Uswa - Director of Field Administration

Trish Blake - Director of Finance

Philip Cockrell - Network Manager I

Marshall Rock - Facilities Manager

Wendy Gaskins - Facilities Administrator *Agency Contact other than Executive Director**

Cathy Lucas- Procurement Manager

C. Policy statement or goals developed regarding energy use reduction

SCDMV is committed to upgrading our existing facility infrastructure to achieve efficiencies in energy management. The purpose of the Energy Team is to develop a comprehensive and dynamic Energy Management plan that will allow the Department of Motor Vehicles to access, upgrade and maintain its facility infrastructure in order to achieve our goals for efficiencies and minimize cost.

Policy

It is the policy of SCDMV to control energy consumption to:

- avoid unnecessary expenditure;
- improve cost-effectiveness, productivity and working conditions;
- protect the environment; and
- prolong the useful life of fossil fuels.

Objectives

SCDMV long-term objectives are to:

- use fuels as efficiently as is possible;
- reduce the amount of pollution, particularly greenhouse gas emissions, caused by our energy consumption; and
- reduce, wherever possible, our dependence on fossil fuels through the use of renewable energy.

SCDMV Immediate aims:

To gain control over our energy consumption by reviewing and improving our purchasing and operating practices.

SCDMV Energy Conservation Plan

Section III: Energy Plan Elements

Goal A. Implement all appropriate energy conservation measures.

| | Strategies | Actions | Resources | Current Status/Comments |
|--|--|---|---|-------------------------|
| | 1. Evaluate lighting and implement changes. | a. Replace T-12 fixtures and ballasts to more efficient T-8 fixtures and electronic ballasts. | Facilities, IDC Contractor | |
| | | b. Install motion detectors in copy rooms, conference rooms, etc. | Facilities, IDC Contractor | |
| | | d. Install LED exit signs | Facilities, IDC Contractor | |
| | | | | |
| | 2. Evaluate controls re HVAC, landscaping, etc. | a. Set/adjust timers for A/C, etc. | Facilities, IDC Contractor | |
| | | b. Install water sensors for sprinkler systems | Facilities | |
| | | c. Expand energy management/building automation system | Contractors, Energy Management Systems Contractors, and Maintenance Contractors | |
| | | d. reduce staff time spent on comfort complaints from building occupants. | Facilities | |
| | | e. Train staff to program and oversee the control systems to ensure they are regularly updated, backed up, and documentation remains current. | Vendors, Facilities | |
| | | | | |
| | 3. Evaluate IT/computer management energy use | a. Purchase Energy Star computers, printers, copiers, etc. | IT,Procurement | |
| | | b. Set timers for computers to go into sleep mode | IT,Procurement | |
| | | c. Implement virtual server technology or other innovative energy saving computer management actions. | IT staff, software vendors | |
| | | | | |
| | 4. Evaluate building envelopes for energy conservation measures. | a. Install insulation where needed | Facilities, Contractors | |
| | | b. install sotrm windows and doors | Facilities, Contractors | |
| | | | | |
| | 5. Evaluate the use of an energy savings performance contract for all previously stateed strategies. | a. Install timers or integrate with energy management systems | staff, procurement | |
| | | | | |

SCDMV Energy Conservation Plan

Goal B: Integrate energy use considerations into capital improvement plans.

| | Strategies | Actions | Resources | Current Status/Comments |
|--|--|--|---|-------------------------|
| | 1. Incorporate energy efficiency considerations into procurement of equipment. | a. Change from lowest-bid approach to life-cycle cost approach when purchasing equipment | Energy Team, Facilities, Administration | |
| | | | | |
| | 2. Incorporate energy efficiency considerations into new construction | a. Build to high efficiency standards (as per legislation) | Energy Team, Facilities, Administration | |

Goal C: Integrate energy use considerations into maintenance plans.

| | Strategies | Actions | Resources | Current Status/Comments |
|--|--|---|-------------------------|-------------------------|
| | 1. Enhance preventative and routine maintenance procedures to maximize energy efficiency | a. Perform filter changes for HVAC @ regular intervals | Facilities | |
| | | b. Perform regular inspections for pneumatic leaks. | Facilities | |
| | | c. Hire contractors with expertise in efficient building cooperation as well as traditional methods. | Facilities | |
| | | d. Clearly state in contracts what measurements for the measuring instruments that are used to determine performance. | Facilities | |
| | | e. Include calibration requirements for the measuring instruments that are used to determine performance | Facilities | |
| | | | | |
| | 2. Integrate energy considerations into cleaning/janitorial activities. | a. Evaluate need for/frequency of various cleaning activities | Energy Team, Facilities | |
| | | b. Utilize cleaning products that reduce energy and water consumption. | Facilities | |
| | | | | |
| | 3. Evaluate high efficiency replacements of all equipment | a. Replace all failed motors with premium efficiency ones | Facilities | |
| | | b. Replace all failing appliances with Energy Star as minimum standard | Facilities | |

SCDMV Energy Conservation Plan

Goal D: Integrate energy use considerations into operations.

| | Strategies | Actions | Resources | Current Status/Comments |
|--|--|---|---|-------------------------|
| | 1. Consider energy use when planning and scheduling facility operations. | a. Schedule room usage in same building (consolidation - co-location) | Energy Team, Facilities, Administration | |
| | | b. Schedule custodial functions closer to operational hours. | Energy Team, Facilities, Administration | |

Goal E: Foster a culture of energy awareness throughout the organization.

| | Strategies | Actions | Resources | Current Status/Comments |
|--|---|--|---|-------------------------|
| | 1. Create an Energy Team comprised of representatives from throughout the orgaization | a. Create an energy policy to be accepted agency-wide. | Energy Team, Facilities, Administration | |
| | | b. Hold regular meeting of Energy Team to discuss agency-wide integration of energy, financial and strategic goals | Energy Team, Facilities, Administration | |
| | | | | |
| | 2. Encourage energy efficient behavioral changes through various actions | a. Hold an informational seminar on energy efficiency (e.g., a "lunch & learn") | Energy Team, Facilities, Administration | |
| | | b. Send out regular email alerts on energy efficiency measures | Energy Team, Facilities, Administration | |
| | | c. Set lights off and computer shut-down policies for end of day | Energy Team, Facilities, Administration | |
| | | d. Discourage excess driving (i.e., enourage carpooling, not driving to lunch, etc.) | Energy Team, Facilities, Administration | |

Goal F: Improve fleet vehicle efficiency.

| | Strategies | Actions | Resources | Current Status/Comments |
|--|---|--|---|-------------------------|
| | 1. When replacing vehicles, consider fuel efficiency. | a. Purchase flex-fueled vehicles (per legislation) | Energy Team, Administration | |
| | | b. Utilize electric vehicles for maintenance and operational needs | Energy Team, Facilities, Administration | |
| | | | | |
| | 2. Encourage walking and bicycle use | a. Enhance sidewalks and bike routes and other pathways. | Energy Team, administration, physical plant staff | |

SCDMV Energy Conservation Plan

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| | | b. Install covered bicycle racks. | Energy Team, administration, physical plant staff | |
| | | | | |
| | | | | |
| Goal G: Reduce water consumption. | | | | |
| | Strategies | Actions | Resources | Current Status/Comments |
| | 1. Consider plumbing efficiency | a. Replace all toilets with high water efficiency features | Facilities | |
| | | | | |
| | 2. Consider water efficiency in landscaping | a. Install water sensors on irrigation systems | Vendors, Facilities | |
| | | b. Plant native vegetation requiring less water | Vendors, Facilities | |
| | | | | |
| Goal H: Use and energy accounting system to locate savings opportunities. | | | | |
| | Strategies | Actions | Resources | Current Status/Comments |
| | 1. Develop reporting system that is clear and useful. | a. accurately report and manage utility bills through Utility Direct. | Facilites | |
| | | b. Review and make changes regarding occupancy, weather, and other factors during the reporting. | Facilities, Energy Team | |
| | | c. Review each utility bill to fully understand the consumption and demand. | Facilities | |
| | | d. Distribute summary monthly reports to Senior Management. | Facilities | |
| | | e. Distribute demand report within Facilities for each field office. | Facilities | |
| | | | | |
| | | | | |
| Goal I: Train Facilities Staff | | | | |
| | Strategies | Actions | Resources | Current Status/Comments |
| | 1. Develop reporting system that is clear and useful. | a. accurately report and manage utility bills through Utility Direct. | Facilites | |
| | | | | |
| | 2. Track actual performance against expected performance for major equipment. | a. regular performance tracking provides timely feedback on the effect and success of those changes on equipment efficiency. | Facilities | |
| | | | | |
| | | | | |

SCDMV Energy Conservation Plan

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|---|---|--|-------------------------|-------------------------|
| Goal J: Perform Comprehensive Site Assessments: | | | | |
| | Strategies | Actions | Resources | Current Status/Comments |
| | 1. Identify most immediate and cost effective tune-up activities that will lead to building efficiency. | a. Hire qualified experts to perform these assessments as not to blur the lines as if Facilities would perform the assessment. | Facilities, Vendor | |
| | | b. If not, internal determination of in house staff to perform these assessment. | Facilities | |
| | | c. Generate a master list of improvement to assist in budgeting and decision making. | Facilities, Energy Team | |
| | | d. document current conditions as a baseline for future improvements | Facilities | |
| | | | | |
| | | | | |
| Goal K: Perform Tune Ups | | | | |
| | Strategies | Actions | Resources | Current Status/Comments |
| | 1. Implement cost savings solutions to maximize performance and minimize energy waste. | a. implement improvements over a period of time 6 months to 3 years depending on budgets and paybacks. | Facilities, Vendor | |
| | | | | |
| | 2. Document the improvements and the effects on the improvements to create a baseline to ensure additional improvements deliver the same or superior results. | a. measure and document the effects on the improvements to create a baseline to ensure additional improvements deliver the same or superior results. | Facilities, Energy Team | |
| | | | | |
| | 3. Redefine Preventative maintenance | a. perform periodic reviews of schedules. | Facilities, Energy Team | |
| | | b. Seasonally adjust control strategies. | Facilities, Energy Team | |
| | | c. Create or revise forms to document these changes. Create procedural manual. | Facilities, Energy Team | |
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