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Subject: Executive Oder 12-06 Report
Date: Tuesday, November 25, 2014 10:17:47 AM
Attachments: [EO 12-06 Reporting Form DOR Nov 2014.docx](#)

Please accept the attached Executive Order 12-06 Reporting Form for the Department of Revenue (DOR). DOR leases three facilities that meet the requirements to be benchmarked in the Energy Star Portfolio Manager. The three facilities have been benchmarked since 2009. The Department keeps the energy use data current and continues to work with the Department of Enterprise Services (DES) and building owners to implement cost-effective energy efficiency improvements when feasible. The Department is currently working with DES to negotiate for leased space in a building to be constructed near our Tumwater campus that is planned to be available when the lease expires at our Olympia facility in April 2016. This move will provide an opportunity to improve energy efficiency as well as space use efficiencies throughout all three of the Tumwater leased facilities.

In March of 2014 the Department implemented an agency policy that prohibits the use of space heaters and small appliances in personal workspaces in all DOR facilities. This policy is intended to affect additional energy saving improvements that should be noticeable during the 2014/2015 heating season.

Should you have questions, please contact Jim Hazzard, Office Services Manager, at 725-7475 or jamesh@dor.wa.gov.

Carol

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Working together to fund Washington's future

Executive Order 12-06 Report

ACHIEVING ENERGY EFFICIENCY IN STATE BUILDINGS

December 2014

Agency Name:	Department of Revenue
Agency Point of Contact:	Jim Hazzard
Point of Contact Title:	Office Services Manager
Telephone Number:	725-7475
E-mail Address:	jamesh@dor.wa.gov

Describe benchmarking, metering, audits, and energy retrofits completed by the agency in 2014 to meet the requirements of EO 12-06:

The Department of Revenue (DOR) leases three facilities with space in excess of 10,000 square feet where the agency pays the energy costs directly. These three facilities have been benchmarked in the Energy Star Portfolio Manager since 2009 and the energy use data has been kept current.

Describe benchmarking, metering, audits, and energy retrofits that the agency plans to implement in 2015 to meet the requirements of EO 12-06:

DOR occupies only one leased facility that would require an audit or energy retrofits based on Energy Star ratings. The Department has received approval from the Office of Financial Management to obtain new office space and therefore does not intend to renew the lease when it expires on April 30, 2016.

Describe how the agency used Energy Star Portfolio Manager benchmarking in lease negotiations for new or renewed leases in 2014:

In 2013 DOR submitted a completed Modified Pre-design document to OFM, requesting approval of a project to relocate our headquarters facility (located at 1025 Union Avenue, Olympia) in 2016 when the lease expires. This request was consistent with the Department's leasing strategy as published in the 2013-2019 Six Year Facilities Plan. This facility's Energy Star score has historically rated below 50.

Executive Order 12-06 Reporting Form

In February 2014 OFM approved the Modified-Pre-design and authorized DES to work with DOR in the solicitation for leased space.

DOR is currently in negotiation for leased space in a newly constructed building near our Tumwater offices. The new facility is proposed to meet LEED silver standards. This building is planned to be available for occupancy before the lease expires on our current headquarters facility.

Describe actions that will be taken to save energy through operational changes and continuous monitoring using Portfolio Manager:

In March of 2013 DOR implemented a Facilities Management and Sustainability policy. This policy prohibits the use of space heaters and other electrical appliances in employee workspaces in all DOR facilities. DOR will monitor Portfolio Manager, for the facilities we have benchmarked, and request that owners of other DOR leased facilities monitor energy bills for evidence of improved energy efficiencies when heating and cooling systems are allowed to operate without interference from alternate heating sources.

Attachment:

A - Agency Progress in Implementing EO 12-06 (by building) N/A – All DOR facilities are leased.

Resources:

Go to the DES Portfolio Manager webpage for a link to EO 12-06, previous reports, RCWs, EPA resources and training, Step by Step Instructions, and Frequently Asked Questions at

<http://www.des.wa.gov/services/facilities/Energy/EnergyStar>