

From: Nelson, Carol (DOR)
Sent: Monday, December 30, 2013 11:28 AM
To: Albert, Donna K. (DES)
Subject: Executive Oder 12-06 Report

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. In March of 2014 the Department plans to implement 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.

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

Best regards,

Carol

Carol K. Nelson

Director
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Executive Order 12-06 Report

ACHIEVING ENERGY EFFICIENCY IN STATE BUILDINGS

December 2013

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 2013 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 2014 to meet the requirements of EO 12-06:

DOR will work with the DES Energy Program and Real Estate Services to determine if EO 12-06 requirements for state leased buildings have been met in 2013 and if plans need to be developed to meet requirements in 2014.

Describe how the agency used Energy Star Portfolio Manager benchmarking in lease negotiations for new or renewed leases in 2013:

The lease for DOR's office space at 6500 Linderson Way in Tumwater was renewed in 2013. This building's Energy Star score was benchmarked at 88 in 2009 and has been consistently rated over 90 in the last few years. This improved rating was one factor considered in the decision to renew the lease.

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

Executive Order 12-06 Reporting Form

Union Avenue, Olympia) in 2015 when the lease expires. This request is consistent with the Department's leasing strategy as published in the 2013-2019 Six Year Facilities Plan. This facility's Energy Star score remains rated below 50.

Describe actions that will be taken to save energy through operational changes and continuous monitoring using Portfolio Manager in 2014:

DOR has approved a Facilities Management and Sustainability Policy that will be implemented in March 2014. This policy will prohibit the use of space heaters and other electrical appliances in employee workspaces in all DOR facilities. We 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:

Agency Progress in Implementing EO 12-06 (Please attach the EO 12-06 Benchmarking and Retrofit Checklist here.) N/A - All DOR facilities are leased

Resources:

Go to the DES Portfolio Manager webpage for a link to EO 12-06, RCWs, EPA resources and training, Step by Step Instructions, and Frequently Asked Questions at <http://www.des.wa.gov/services/facilities/Energy/EnergyStar>