

# Executive Order 12-06 Report

## ACHIEVING ENERGY EFFICIENCY IN STATE BUILDINGS

December 2013

<b>Agency Name:</b>	Employment Security Department (ESD)
<b>Agency Point of Contact:</b>	Carrie McNamara, Human Resources & Operations Division
<b>Point of Contact Title:</b>	Facilities Planner
<b>Telephone Number:</b>	(360) 407-4524
<b>E-mail Address:</b>	cmcnamara@esd.wa.gov

**Describe benchmarking, metering, audits, and energy retrofits completed by the agency in 2013 to meet the requirements of EO 12-06:**

A05888 – 212 Maple Park:

- The building is located on capital campus and ESD has agreement with Department of Enterprise Services (DES) to manage, maintain and provide services i.e. energy, utilities, water, sewer, and janitorial. The building is not separately metered from capital campus. DES is currently responsible for inputting Capital Campus building data into Energy Star Portfolio Manager. 212 Maple Park completed an HVAC upgrade in August 2010. We received a credit from DES for the time frame of July 2011 to June 2012. We are inquiring about an additional credit from the time frame of July 2012 to June 2013.

A08162 – Walla Walla WorkSource(WS):

- While this building does not fall under the rules (10K sq. ft.) we continue to enter energy data into Energy Star Portfolio Manager and monitor usage. Walla Walla WS completed an HVAC upgrade in May 2012.

**Describe benchmarking, metering, audits, and energy retrofits that the agency plans to implement in 2014 to meet the requirements of EO 12-06:**

640 HQ bldg., Lacey: ESD will be performing and lighting upgrade (82,149 sq. ft.)

Executive Order 12-06 Reporting Form

in March, 2014.

As our leases expire, we continue to work with DES to negotiate with our Lessor's for possible upgrades for energy reduction.

ESD continues to monitor energy usage and implement necessary improvements to reduce overall state building usage of 20 percent by 2020.

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

DES used energy score information in negotiating our lease renewals, however, due to ESD asking for short term leases or leases with termination options, we were unable to include upgrade items in the new leases due to not having a long enough lease term to make the upgrades feasible.

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

ESD is under new leadership and working on the agency long term strategic plan. This plan will include facility downsizing and consolidation.

We have downsized space in the Lewis Co. WS, Vancouver WS, Shelton WS, ESD Distribution Center and relocated the Seattle Claim Center to Lacey into less square footage.

Other operational changes would include increased communication of the agency building use guidelines (i.e.; space heaters, personal appliances, building temp. settings, etc.).

Training: Executive Order requires agency staff to take on-line energy training and assistance program "March to Savings" offered by the WSU energy program. ESD anticipate this training to occur no later than March 2014.

ESD continues to monitor energy usage via Energy Star Portfolio Manager in all our leased facilities even though there are locations that do not fall under EO 12-06.

This provides opportunity to identify a facility with high energy usage to determine what locations need review even if lease isn't expiring or its agency owned.

Executive Order 12-06 Reporting Form

---

**Attachment:**

**Agency Progress in Implementing EO 12-06 (Please attach the EO 12-06 Benchmarking and Retrofit Checklist here.)**

**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>**

