

University Relations

2000 Center Street (1st & 2nd Floor)

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Background

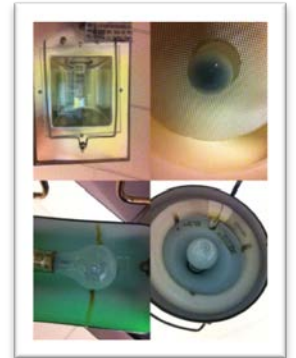
Located less than a quarter mile west of campus, Berkeley's University Relations department is the comprehensive public relations service for the university. It performs outreach communications to prospective students, parents, donors, alumni, the surrounding community, and news media. The department houses around 100 employees and operates year round during the regular business hours of Monday through Friday from 8 AM to 6 PM. However, employees are granted 24 hour access through individual key cards. Power Agent Abbey Myszka contacted myPower to conduct a survey walkthrough of this building, which is rented by the university. Abbey has done a great job spreading various energy saving tips and recommendations throughout the department. Her overall concerns about the building are centered around energy-saving techniques for computers and overhead lights that are left on consistently.

Lighting

One of this department's main concerns is overhead lighting being left on when not in use. The myPower team first surveyed the second floor which contained sensor and zone overhead lighting to make up for the lack of natural lighting. The combination of these lighting systems provides light to specific areas as needed. However, occupants report being unsure of how to operate sensor lighting switches properly. Sensor adjustments and turn off times can be adjusted for each lighting sensor, but requires manual disassembling of

each lighting sensor. The facilities manager should be contacted to do this.

The second floor occupants do a great job turning off lights manually at the end of the day as well as bathroom lights when the bathroom is unoccupied. In addition, numerous overhead light fixtures have been delamped per employee request. This reduces the amount of energy consumed from those light fixtures and the amount of glare on surrounding computer screens.



The first floor has much more access to natural lighting. As a result, occupants are encouraged to use task lamps when possible.

Recommendations

- Utilize natural light as much as possible.
- Consider task lamps as a substitute to overhead lighting; ensure that lamps are equipped with LED or compact fluorescent bulbs.
- Replace incandescent bulbs with more energy efficient LEDs or CFLs
- Contact facilities manager to learn about sensor lighting controls and settings

Thermal Comfort



The temperature in the building is reported to be comfortable, but on the cooler side. Occupants do not have access to thermostats nor can they open windows. As a result, many people utilize personal fans for comfort. The vast majority of these fans were found to be turned off during this survey, however most were plugged in. Unplugging these

appliances while not in use could help to reduce phantom power draw.

Recommendations

- Unplug personal fans when not in use.
- Dress for appropriate temperature.

Computers/Printers

Employees within the University Relations department use desktop computers that are connected to a virtual management system called VM Ware. This type of virtualization system has greatly reduced the IT costs of the department by having its computers connected to fewer, more efficient servers that provide high level security and less maintenance at an offsite location. In addition, employees do not use screen savers on their energy star monitors. However, monitors are rarely turned off or put in sleep mode when not in use for an extended period of time. This is an easy energy-reduction technique that requires conscious employee participation or the creation of simple reminders. It would also be beneficial to speak with University Relation's IT Manager, Kevin Fong, about general computer settings and potential means for reducing overall computing energy reduction possibilities.

Both floors of the department contain networked printers. Consolidation of printers and copiers is encouraged where possible. In addition, large printers and copiers on both floors should be set to their appropriate energy saving modes. The myPower team recommends changing their sleep mode from sleeping after four hours of inactivity to one hour of inactivity.

Recommendations

- Avoid screensavers
- Turn off monitors when you leave your desk for more than 15 minutes, use reminder stickers to prompt behavior
- Clean vents & fans regularly
- Consolidate printers where possible
- Activate shorter sleep mode time for copiers
- Work with Kevin Fong to see if further energy reductions can be made on computer settings

Kitchenette



There are kitchenettes on both the first and second floor of the building. The second floor story kitchenette has several standard appliances: microwave, mini-fridges, refrigerator, hot water maker, etc. It was noted that there were several of

the same appliances. When looking in the refrigerator it seemed to be nearly empty, also the freezer has not regularly defrosted. In the downstairs kitchenette, there were several microwaves, conventional ovens, and fridges. Due to the large office, it is expected that these all would be utilized during a lunch hour. Several of these appliances were placed on power strips, but we were informed that none of them were regularly turned off and there was no assigned person to manage the power strips at the end of the day or unplug any appliances. Also, on both levels we took note that the tops of fridges were used as shelves for several items or microwaves.

Recommendations

- Clear tops of refrigerators of items. This prevents the fridge from having to use extra energy to maintain its cool internal temperatures.
- Designate someone to unplug appliances at the end of the day; microwaves, conventional ovens, hot water heaters, toasters, etc.
- Utilize power strips for the microwaves/ovens all beside one another
- Defrost freezers regularly
- Consolidate refrigerators if possible.
- Clear items from top of fridge (prevents higher energy use to generate cold temperatures).
- Clean coils & fans regularly

Further Resources

- Keep stocked with stickers to prompt energy conservation. Visit the myPower Resource Center in 192 Barrows.
- Become a Power Agent: bit.ly/PowerAgents
- Physical Plant Campus Services (PPCS) (510) 642-1032
- myPower office tips available at: mypower.berkeley.edu/takeaction/office.html