

	ADMINISTRATIVE ORDER	Approved By:	No. 20
		City Manager	Effective Date: November 3, 2008
Subject: Use of Lighting in City Facilities			

A. Purpose.

The purpose of this administrative order is to minimize the amount of energy utilized for lighting in City facilities during the course of normal business operations, in accordance with the organizational commitment to implement sustainable practices and be effective stewards of the environment.

B. Definition.

1. "Safety Lighting" is defined as the minimum lighting required for 1) Means of Emergency Egress by Section 170.003 of the City Code, 2) security of a facility, 3) an individual to move from a building access point to the first encountered light switch in a facility, or 4) an individual to move from a building access point throughout a facility parking lot.
2. "Facility Business Hours" are defined as those hours when at least one employee is regularly scheduled for work at said facility.

C. Policies.

1. The Public Works, Fire, and Police Departments shall jointly complete an annual review of lighting practices to determine the appropriate placement and timing of Safety Lighting. The first review shall be completed by December 31, 2008.
2. Only Safety Lighting shall be permitted in common areas of City facilities outside of Facility Business Hours. The Facilities Manager shall be responsible for implementing practices to achieve this policy.

3. Whenever an office, conference room, restroom, or a non-common area of a City facility is vacant for more than twenty (20) minutes, lighting shall be turned off in the said area. Although all employees shall share a collective responsibility to comply with this policy, each department director shall be ultimately responsible for compliance in his or her respective offices and/or facilities.

D. Interpretation.

All questions pertaining to the meaning or applicability of this policy should be submitted in writing to the City Manager's Office. The City Manager's Office will provide a written interpretation to all departments, which will serve as a supplement to this policy.