

County of Yolo Administrative Policies and Procedures Manual

TITLE: Energy Conservation Policy

Department: General Services

TYPE: POLICY

DATE: May 20, 2025

A. PURPOSE

This policy establishes standardized temperature set points for heating, ventilation, and cooling systems (HVAC) in across County facilities and outlines associated energy conservations guidelines, protocols, and procedures. The County seeks to maintain consistent HVAC temperature set points in facilities with centralized control and monitoring capabilities. These set points align with nationally recognized standards for occupant comfort and are adjusted, when feasible, to optimize energy efficiency during periods of non-occupancy.

The application of this policy shall not involve any action that would violate applicable laws, pose a hazard to health or safety, hinder critical local government operations, or result in an unreasonably low standard of comfort for building occupants.

B. APPLICABILITY

This policy applies to all County-owned and County-leased facilities. The General Services Department (GSD) is responsible for the implementation and administration of this policy.

C. HVAC Systems

County buildings shall be operated in accordance their original design intent. GSD shall allow indoor temperatures to fluctuate within an acceptable range to minimize excessive energy consumption due to over-regulation. The standard fluctuation range may vary with each building's control system; the target range is plus or minus two degrees Fahrenheit from the temperature set point, for a total fluctuation of four degrees Fahrenheit.

Interior building temperatures between 68 degrees and 76 degrees Fahrenheit are considered to provide a reasonable standard of comfort for occupants. Accordingly, temperature set point shall not exceed 68 degrees Fahrenheit in the winter and 76 degrees Fahrenheit in the summer. Exception may be made in cases where maintaining these set points pose a health or safety risk due to specific job functions or operational requirements.

These temperature parameters align with the *American Society of Heating and Refrigeration Engineers Standard 55-2023, Thermal Environmental Conditions for Human Occupancy*.

Whenever practical, GSD shall operate and adjust controls to get maximize the use of outdoor air to meet cooling demands. This includes, but is not limited to, the use of outside air economizers and night flush cycles. All applicable pre-cooling strategies shall be utilized to enhance system efficiency and reduce energy consumption.

The use of personal space heaters is strictly prohibited unless prior written authorization is obtained from GSD or an approved reasonable accommodation request has been granted.

To maintain HVAC efficiency, windows and doors shall remain closed during heating and cooling operations, except in facilities designed for natural ventilation as determined by GSD.

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D. Demand Response and Virtual Power Plant

GSD shall proactively research and evaluate demand response programs offered the local utility providers and enroll in appropriate options where applicable. In the event that an electrical emergency is anticipated, GSD will issue advance notice to County employees and energy curtailment measures promptly – either prior to or immediately upon declaration of the emergency.

GSD shall proactively research and evaluate eligible facilities and other distributed energy resources for participation in virtual power plant (VPP) programs. These programs aggregate the enrolled assets into coordinated networks that can operate collectively to support grid reliability and reduce peak demand. Participation in VPPs offers a significant community benefit by enhancing local energy resilience, especially during grid stress or outages. This strategy complements existing demand response initiatives described above and represents an evolving opportunity to leverage local assets for broader system reliability and sustainability.