



Sample Suggested Demand Reduction Responses Event Day Action Plan

Events typically occur between 1—7 p.m.

Sample Demand Reduction Strategies

Reduction Strategies

Lighting

- Turn off or dim lighting when/where safe.
- Turn off 1/4 or 1/3 of the lights.
- Turn off Office Lighting
- Turn off Hallway Lighting
- Turn off Bathroom Lighting
- Turn off Conference Rooms Lighting.
- Turn off Task Lamps
- Dim or turn off perimeter lighting (signage & outdoor).

Computers & Electronic Equipment

- Monitors.
- Printers.
- Copy Machines (leave one central machine on).
- Turn off ambient music and TV's

Misc. Equipment

- Coffee/Tea Pots.
- Microwaves.
- Toaster Ovens.
- Desk heaters.
- Radios/stereos.
- Other small appliances
- Turn off Non-essential Equipment and power strips

Misc. Motors and Other Loads

- Cycle or shut down old style motor generator elevators.
- Exhaust Fans (where applicable).
- Turn off all equipment not in use.
- Delay dishwashing and laundry processes.
- Vending machines (with non-perishable items)
- Use on-site backup generators with emission permits.
- Limit air compressor operation
- Charging Equipment (like fork truck chargers).
- Shutdown/reduce air conditioning.

General Items

- Shift production to non-event hours or reduce production.
- Reduce process motors, conveyors, and pumping loads.
- Limit air compression operation.
- Pre-cool prior to event.
- Charge equipment during non-event hours.
- Schedule maintenance during event hours or staff meetings.

Reduction Strategies

General Items Continued

- Cycle load and reset temperatures for air conditioning.
- Reduce fan speed or reset duct pressure control.
- Operate print facilities during off-peak hours.
- Shut down vending machines for short periods of time.
- Enlist stakeholders to turn off unused office equipment.
- Turn off fountains and swimming pool pumps.
- Reduce central plant chiller loading.
- Delay laundry processes and dishwashing
- Reduce use of elevators and escalators.
- Reduce air conditioning
- Shut down unused offices, classrooms, & conference rooms, etc.
- Reset thermostats to higher settings.

Specialty & Research Equipment

- Put benchtop lab equipment on timers or turn off when not in use.
- Drying ovens, incubators, vacuum pumps, growth chambers and process equipment when absolutely needed.
- Ultra-low Freezers, refrigerators, walk-in freezers and coolers, reduce samples, consolidate and turn off when not in use.
- 80°C freezers may be fine at -70°C and some samples (DNA) are fine at room temperature or -20°C instead of -80/70°C.
- Fume Hoods, canopy hoods, autoclaves and snorkels move chemicals to chemical storage and shut off when not in use.
- Microscopy, MRI, and any other specialty equipment that consumes energy