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September 10, 2008

Dear Fellow State Employee:

A few weeks ago, I asked each of you to send me suggestions on how we can save energy and taxpayer dollars and help Washington families.

Thanks to your thoughtful input, I'm pleased to let you know that we are preparing to undertake a trial program based on a recommendation that came from scores of you — moving to a 10-hour, four-day workweek to save energy.

It would be unwise to adopt this plan across the board without giving it a test run, so we plan in a few weeks to try it out with roughly 650 employees in *carefully selected* parts of state government. We first must make sure the services we deliver to our fellow citizens won't be compromised by such a change.

The areas we are designating for the trial are:

- Department of Archeology and Historic Preservation (agency wide)
- Department of Community, Trade and Economic Development (Olympia headquarter buildings)
- Department of General Administration (Materials Management Center, warehouse facility)
- Department of Personnel (training facility in downtown Olympia)
- Department of Fish and Wildlife (Union Street office, back office operations)
- Department of Services for the Blind (Seattle field office)
- Department of Veterans Affairs (headquarters operations)
- Office of Minority and Women's Business Enterprises (agency wide)
- Parks and Recreation Commission (Auburn regional office)

These nine test sites represent a wide variety of locations, types of work, office sizes, and employee characteristics. They were chosen based on the following criteria:

- One building or one function can be closed down with minimal disruption to overall services.
- Energy consumption may be lowered where office space is owned or leased by the state.
- Employees and management have expressed an interest in trying an alternative work schedule.

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There are many potential benefits to a condensed workweek. It will cut down on energy usage, which is beneficial both to our budget and the environment; reduce commute time and cost for our employees; improve customer service for the public by expanding office hours Monday through Thursday; and increase employee satisfaction. As we work to implement this trial, we will be identifying performance measures for these and other potential outcomes in order to quantify the success.

I thank each and every one of you who responded to my request for ideas on how to save taxpayer dollars. After reading the suggestions you submitted, I felt this one deserved a trial run now. I also want to take this opportunity to thank you for meeting my recent request to reduce travel, freeze hiring and take other steps to make every dollar count, just as families do.

I am now asking all of you to use some additional energy savings measures that were suggested by your agencies. The measures primarily fall into three categories: smart travel choices, limiting energy usage and reducing resource consumption. I have enclosed the full list with this letter. These common-sense measures will provide additional energy and cost savings opportunities in our state agencies.

Let's continue to partner to find more ways to reduce energy costs and spending as we move our state forward.

Sincerely

/s/

Chris Gregoire

Attachment

Energy Savings Measures

Smart Travel Choices

- Reduce work-related travel by encouraging carpooling to meetings, limiting attendees sent to a particular event, or providing teleconferencing or video-conferencing options. Adjust routes for fieldwork to travel the most efficient route. Schedule off-site meetings or retreats locally. Provide more in-house or online training to reduce travel requirements.
- Save money on vehicle rentals by using motor pool vehicles rather than vehicles from private rental companies.
- Save money on fuel by optimizing fuel usage by using hybrid or electric vehicles when possible. Properly maintain all vehicles to optimize gas mileage, and take advantage of the GA's bulk fuel contract by refueling at motor pool outlets rather than private gas stations when possible.
- Encourage employees to participate in Commute Trip Reduction programs by allowing telecommuting and flexible schedules when practicable. Participate in the State Agency Rider (STAR) Pass program for mass transit.

Energy Usage

- Turn off equipment when not in use. Employees can help by turning off lights, radios, computers, monitors and other electronics. Agencies can use the Veridium Power Management software to put computers in sleep mode when not in use, turn off lights and HVAC overnight and on weekends, and add motion sensors to lights in conference rooms and other shared spaces so lights turn themselves off when not needed. Have janitorial staff turn off lights when nightly work is completed. Reduce heating and cooling in hallways.
- Provide shared equipment such as printers, coffee pots, and refrigerators. Restrict use of fans, unit heaters, coffee pots and other personal appliances in individual work spaces.
- If you need to replace or upgrade existing equipment, select more energy-efficient models. This can include lighting, computers, and kitchen and HVAC equipment. Switching from desktop to laptop computers can save energy as well. Make sure energy-consuming equipment is properly maintained.

Reduce Consumption

- Reduce paper consumption by using electronic documents whenever possible. If printing is needed, print on both sides of the paper and use recycled paper.
- When making purchases, opt for products with less packaging or "green" packaging, and use environmentally friendly custodial services and products.
- Reuse office supplies and other items when reasonable.
- If an item cannot be reused, recycle it if possible. Agencies can institute more aggressive recycling programs to provide more recycling opportunities.