

Office of Court Administration

205 W.14th St. Ste 600
Tom C. Clark Building
Energy Conservation Plan
November 29, 2005

- I. The OCA Energy Conservation Plan Coordinator is responsible for promoting an energy efficient work place.

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- II. OCA Energy Conservation Team

- A. The OCA Energy Conservation Team consists of three to five agency employees appointed by the administrative director.
- B. The team is directed to meet at least twice a year to discuss and evaluate the effectiveness of the agency's efforts in regards to energy conservation.

- III. Employee Awareness Campaign

- A. Energy saving tips and techniques may be distributed to employees via internal e-mail.
- B. Employees are encouraged to submit energy saving ideas to the Energy Conservation Team members.
- C. As new equipment is deemed necessary, employees are encouraged to purchase energy efficient models.

Summary:

The Office of Court Administration (OCA) continually strives to reduce utility usage. This is achieved through the consistent use of energy-saving equipment and methods now in place, i.e., copiers with power-save features and automatic shut-off controls on computers; ensuring light switches are in the "off" position when offices are unoccupied; and, as new equipment becomes necessary, purchasing energy efficient equipment whenever possible.