



OFFICE OF THE GOVERNOR  
HAGATÑA, GUAM 96910  
U.S.A.

**EXECUTIVE ORDER NO. 2003-08**

**RELATIVE TO INSTITUTING A GOVERNMENT OF GUAM WIDE  
ENERGY COMPLIANCE POLICY AS PART OF AN INITIATIVE  
TO REDUCE UTILITY COSTS.**

**WHEREAS**, the Executive Order 2001-16 issued on May 19, 2001, which ordered all agencies to implement energy conservation measures to reduce electric costs, is vague; and

**WHEREAS**, cost-cutting measures are necessary to reduce overall expenditures of the Government of Guam due to a cash shortage in the Government of Guam coffers; and

**WHEREAS**, reducing utility costs is one of the cost-cutting measures; and

**WHEREAS**, the Guam Energy Office (GEO) has provided a plan of action for Government of Guam agencies to reduce utility costs; and

**WHEREAS**, it is necessary that Government of Guam agencies incorporate energy conservation practices and utilize energy efficient technologies into their daily operations in order to reduce all utility costs; and

**WHEREAS**, the Government of Guam agencies will improve quality of service when they exercise conscientious energy conservation practices.

**NOW, THEREFORE, I, FELIX P. CAMACHO, I Maga'Lahen Guåhan**, Governor of Guam, by virtue of the authority vested in me by the Organic Act of Guam, as amended, do order:

**Plan of Action  
For  
Energy Compliance Measures**

1. **Implementation of Energy Compliance Measures.** The following guidelines shall be implemented, except to the extent impracticable due to cash shortfall, by all agency heads to reduce utility costs and shall remain in effect until modified or terminated.
  - A) **Lighting**
    - i. Turn off lights when not being used.
    - ii. Keep lamps and fixtures clean; this increases illumination, reduces heat insulation from dust, and extends lamp life.
    - iii. Use task lighting versus area lighting when possible.
    - iv. Maximize use of natural light when possible.



- v. Replace burnt-out lamps & ballasts with energy efficient electronic ballast and T-8 bulbs.

#### B) Air Conditioning

- i. Set thermostat on air conditioning units to an average of 75° to 78° Fahrenheit.
- ii. Turn off air conditioning systems after working hours.
- iii. Keep unoccupied rooms closed to reduce cool air escape.
- iv. Close windows and doors when air conditioning systems are in use.
- v. Keep filters and grills clean every week and do not block airflow to grills.
- vi. Shade exterior condenser units from direct sunlight with shrubs or trees without restricting air flow.
- vii. Consider using an interior ceiling fan to help distribute cool air more effectively.
- viii. Remove sources of heat equipment away from air conditioning units.
- ix. Purchase air conditioning units that have a high energy efficient rating on label of equipment.

#### C) Windows

- i. Close curtains, blinds on south and west facing windows.
- ii. Use white colored window shades, curtains or drapes to reflect sunlight on south and west facing windows.
- iii. Install exterior awnings on south and west facing windows.
- iv. Install tight fitting insulation window shades to avoid cooling costs or tint window to reduce direct sunlight wherever possible.
- v. Properly insulate or caulk cracks on window seals and door frames to prevent cool air from escaping.

#### D) Office Equipment

- i. Purchase energy star® equipment for they use less power than other types of equipment. (i.e. fax machine, copier machine, personal computers, etc.)
- ii. Turn off all equipment at the end of working hours.

#### E) Maintenance

- i. Schedule cleaning of office during working hours to avoid additional utility costs required by night lighting.

#### F) Water

- i. Fix faucet and toilet leaks to avoid additional utility costs.
- ii. Report leaks on pipes to Guam Waterworks Authority immediately.

2. **Reduction of Ten Percent (10%) to Twenty Percent (20%) Utility Usage Required.** The above energy compliance measures including all other necessary efforts to reduce overall utility costs by ten-percent (10%) to twenty-percent (20%) shall immediately be implemented.

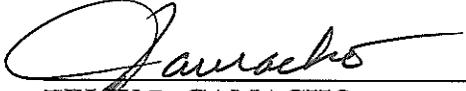
3. **Designate Energy Compliance Official.** An employee, preferably with a background in technology or with knowledge in this area, shall be designated to be the Energy Compliance Official (ECO). The ECO shall learn about energy efficient efforts, train in reading meters, and monitor the agency's utility usage.



Utility usage shall be monitored and a monthly written report shall be provided to GEO. An alternate employee shall also be designated and committed to the above.

4. **Utility Coordination.** Guam Power Authority (GPA) and Guam Waterworks Authority (GWA) shall provide to all government of Guam agencies their monthly billings to enable them to monitor and track their utility usage. Furthermore, GPA and GWA shall designate an employee (in addition to the ECO) to be the contact person for these agencies to obtain their billings. Finally, GPA and GWA shall assist GEO in training ECOs to read meters, rates, and billings.
5. **Monitoring of Agency Progress.** GEO will oversee the implementation and enforcement of this Executive Order. It shall provide training to the ECOs and assist them with compiling their monthly utility reports. GEO shall compile an overall Government of Guam compliance report, which will incorporate consumption rates, to be submitted monthly to the Governor. The Governor may take further action as is necessary for non-compliance in implementing energy cost-saving measures.

SIGNED AND PROMULGATED at Hagatña, Guam this 2nd day of April 2003.

  
FELIX P. CAMACHO  
*I Maga'Lahen Guåhan*  
Governor of Guam

COUNTERSIGNED:

  
KALEO S. MOYLAN  
*I Segundu Maga'Lahen Guåhan*  
Lieutenant Governor of Guam