



Toolkit

Table of Contents

- ENERGY CONSERVATION AND WASHINGTON COUNTY 4
 - Sustainability is a Priority for Washington County 4
 - Everyone’s Efforts Make a Difference! 4
 - Facilities Liaisons..... 5
 - Employee Suggestion Program 5
 - Sustainability Liaisons Energy Subteam 5
- BUILDING ENERGY 6
 - Facilities and Energy..... 6
 - Employees and Energy 7
 - Where Washington County’s Energy Comes From..... 8
 - Solar Energy at Washington County 8
- FLEET FUEL USE AND COMMUTING 9
 - Air Pollution, Climate Change & Health 9
 - What’s in the Fleet? 10
 - Clean Diesel..... 10
 - Electric Vehicles 10
 - EcoBiz Certification 11
 - EcoDriving Tips 11
 - Reduce Idling..... 11
 - Transportation & Commute Options 12
 - TriMet..... 12
 - Emergency Ride Home 12
 - Carpool 12
 - Telecommuting 12
 - Walking 13
 - Bicycling 13
 - Resources to Start Your Active Commuting Habit 13
- EMPLOYEE TIPS 14
 - General Tips 14
 - At Your Desk..... 14
 - Power Strip..... 14
 - Common Office Space / Conference Rooms..... 15
 - In the Breakroom 16
 - Seasonal Considerations 16
 - Spring/Summer: 16

Fall/Winter: 17

Purchasing & Re-Use Store 17

Meetings & Events 17

APPENDICES 18

Appendix A: Sustainability Resolution and Order 18

Appendix B: County Sustainability Plan 18

Appendix C: Energy Conservation Policies and Procedures..... 18

Appendix D: Alternative Work Schedules policy 310..... 18

Appendix E: Telecommuting/Remote Work policy 311..... 18

Appendix F: Bike Cage & Locker Room Facilities 18

Appendix G: Sustainable Purchasing Guidelines..... 18

Appendix H: County Space Heater Policy 19

Appendix I: Re-use Store..... 19

Appendix J: Sustainability Purchasing Administrative Policy..... 19

Appendix K: Sustainability Meeting and Event Guidelines 19

Appendix L: Tips for Sustainable Meetings..... 19

Appendix M: Durable Dish Program 19



Sustainability is a Priority for Washington County

The County's sustainability practices are designed to produce measurable results, provide long-term benefits, and improve efficiency. Disciplined, thoughtful steps that are in the best interest of the organization and community are taken – now and in the future. Additionally, the [Sustainability Resolution and Order \(Appendix A\)](#) adopted by the Board of Commissioners in 2009 has prioritized energy conservation.

Specifically, the Resolution and Order calls on the County to:

- Realize economic and resource savings through the construction, operation and maintenance of high-performance public buildings and landscapes
- Prioritize energy efficiency and increase the use of reusable energy
- Invest in facilities, equipment, and durable goods that reflect the highest feasible efficiency and lowest life cycle costs
- Enhance the fuel efficiency of County fleet vehicles and use of alternative fuels as practicable
- Develop and implement communication and education plans to promote and report on the County's sustainability activities and best practices.



Everyone's Efforts Make a Difference!

When it comes to energy conservation, everyone's efforts make a difference. Together we have the power to save. [The County's Sustainability Plan \(Appendix B\)](#) includes a building energy reduction goal that will result in substantial cumulative cost savings.



2019 Sustainability Team

The Energy Conservation Toolkit is an invitation for Washington County staff and leadership to explore steps they can take to contribute to energy conservation. It is designed to help initiate workplace dialogue and actions aimed at increasing energy efficiency. The Toolkit also encourages an ongoing dialogue that highlights the important role staff plays in helping the County reach our sustainability and energy reduction goals. All employees are encouraged to be creative and promote dialogue while strengthening and supporting energy efficiency practices at the County.

This toolkit includes information on energy use and ways we can save energy in the workplace, while many of

the strategies discussed in this toolkit are also applicable at home. This will soon be transitioned into a Sustainability toolkit to include a wider variety of topics such as water use and waste.

[Washington County's energy conservation related policies and procedures](#) are available at the end of the Toolkit for County staff to review ([Appendix C](#)).

To view the Energy Toolkit online, visit: www.co.washington.or.us/energytoolkit

For more information or if you would like to provide feedback,

contact: sustainability@co.washington.or.us

website: www.co.washington.or.us/Sustainability

Thank you for helping conserve energy! Everyone's efforts make a difference!

Facilities Liaisons

Have you ever noticed something that can be changed in the County's day-to-day operations to make things more energy efficient? Facilities Liaisons are here to help! They serve as an information conduit between divisions and Facilities & Parks Services. Their role includes reporting problems, submitting work requests, and attending quarterly meetings. If you see something that appears to be contributing toward excessive energy or water use and needs to be fixed, contact your department's liaison. They will write and submit a work request. Please ask your supervisor to connect you with your Facilities Liaison.

Employee Suggestion Program

The Sustainability Division is designed to gather sustainable ideas that save the County money or improve efficiency of operations. Employees with ideas that are implemented are awarded gift cards. Top priority is given to feasible project ideas that have the broadest impact and the most cost savings for the County. For more information, visit the Sustainability Division [website](#).

Sustainability Liaisons Energy Subteam

The Energy Subteam is a dedicated group of Sustainability Liaisons who are looking to improve energy efficiency practices at the County. Energy Subteam members increase the level of success of Washington County departments in meeting the County's energy use reduction objectives through departmental advocacy, innovation, and responsibility, and County-wide collaboration, education, and communication.



Facilities and Energy

Approximately 85-90% of building energy use comes from infrastructure, such as HVAC (which keeps our buildings at comfortable temperatures), lighting (which allows us to see what we're doing), and electrical systems (to keep our electronics and appliances charged and functional). Facilities has invested in infrastructure that helps us be as energy efficient as possible. Some of those upgrades include:

- Envysion Software – allows HVAC technicians to view real-time status of HVAC systems to more effectively monitor operations and more quickly diagnose problems
- New equipment – replaces older equipment when it reaches its end-of-life or an entire building is being renovated
- LED lighting – both inside and outside
- Occupancy sensors – work for both the lighting and HVAC systems
- Photocells – allows exterior lights to adapt to the amount of sunlight.



Air Handler on Juvenile Services Building

Washington County works closely with the Energy Trust of Oregon to implement capital projects that yield a good return of investment. The County also participates in the Strategic Energy Management (SEM) program. The purpose of SEM is to operate buildings as efficiently as possible with existing infrastructure and minimal/low-cost upgrades. Whenever the County implements new initiatives or accomplishes previously defined milestones, we receive rebates from the Energy Trust to help fund future energy efficiency projects. Some examples of SEM at the County are:



- Set point changes – changing the temperature thresholds for triggering the HVAC system
- Outside air efficiencies – using more recirculated air from within the building to reduce stress on HVAC systems
- Scheduling changes – changing the time of day/night that the HVAC system turns on/off

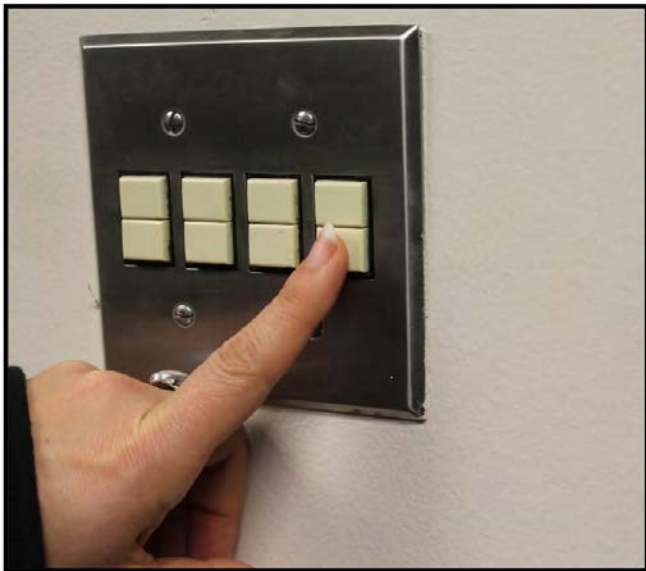
Washington County buildings are designed to operate most efficiently when outside temperatures fall between 20 and 90 degrees Fahrenheit. When conditions extend above or below that range, it is challenging to keep buildings within the optimum temperature range of 68-78 degrees Fahrenheit during normally assigned duty hours. Air drafts from the heating/cooling system impact energy costs. The heating/cooling system may be out of alignment and not be providing the correct amount of air. This impacts the overall system by requiring additional energy use for the unnecessary air, resulting in additional energy costs. Please report any drafts in your work area to a facilities liaison.



Hot water heater in the Justice Services Building

Employees and Energy

The remaining 10%-15% of building energy use comes from occupant behavior. In this sense, it is the responsibility of every employee to engage in energy-efficient practices while at work. Some examples of smart energy practices are:



- Power strips – plug all appliances into power strips and make sure to switch off the power strip at the end of the day.
- Turn off computers and appliances at the end of the day – this reduces phantom load; otherwise known as the energy appliances consume even when powered off.
- Use shared appliances – make use of breakroom refrigerators, coffee makers, hot water kettles, toasters, etc. instead of having them for personal use in a workspace.
- Layer up – keep an extra blanket or sweater in your office and wear them as needed to keep yourself comfortable.
- Strategically utilize window blinds – windows can

drastically change the temperature and amount of sunlight in a room. Open the blinds to light up the room but be cognizant of direct sunlight or large inside/outside temperature differences that can quickly heat or cool the space. Be sure to close the blinds at the end of the day to maintain comfortable building temperatures.

- Last one out, turn off the lights – if nobody is in the room, turn off the lights!

Where Washington County's Energy Comes From



Portland General Electric is the County's primary energy supplier. This electricity comes from many sources.

In 2020, the sources of PGE's power were: 14% from Hydroelectric, 14% from Coal, 33% from Natural Gas, 9% from Wind, and 30% from various regional sources.

Much of our energy comes from fossil fuels, which are finite resources. A finite resource is formed at a rate that is much slower than its rate of consumption. Coal and natural gas, for example, take millions of years to form.

The actions and choices we make today impact the quality of life for generations to come.

Solar Energy at Washington County

Washington County's Public Services Building has a 65 kW thin film solar array installed on the roof. Funded in part by a federal stimulus grant through the American Recovery and Reinvestment Act, the panels started generating electricity in Spring 2012. The solar array generates an average of 70,500 kwh each year. This is equivalent to about four percent of the Public Services Building usage and saves thousands on our annual electric bill. Our new solar array on the Public Safety Training Center (PSTC), in contrast, covers a whopping 20% of the building's energy – a testament to technological advancement and smart investment. Washington County also has solar arrays at the Consolidated Communications Agency (WCCCA) and the new Wingspan Event and Conference Center.



Solar Array on roof of Public Services Building



Air Pollution, Climate Change & Health

- Gasoline and diesel fuel vehicle fleets impose substantial impacts on air quality, climate change and human health. Pollutants that contribute to poor air quality include particulate matter (PM), nitrogen oxides (NO_x), and volatile organic compounds (VOCs).¹



- Poor air quality heightens the risk of respiratory ailments, stroke, heart disease and lung cancer.²
- According to the American Lung Association, being in heavy traffic or living near a road with heavy traffic may be riskier compared with being in less congested areas.³
- Burning fossil fuels like gasoline and diesel releases carbon dioxide, a greenhouse gas, into the atmosphere. The buildup of carbon dioxide (CO₂) and other greenhouse gases (GHG) like methane (CH₄), nitrous oxides (NO_x) and hydrofluorocarbons (HFCs) is causing the Earth's atmosphere to warm, resulting in changes to the climate.¹

- Climate change leads to warming temperatures, changes in precipitation, increases in the frequency or intensity of some extreme weather events, and rising sea levels. These impacts threaten our health by affecting the food we eat, the water we drink, the air we breathe, and the weather we experience.¹



- Transportation is the fastest growing source of global CO₂ emissions, and the largest contributor to U.S. GHG emissions. The transportation sector accounted for 28% of total U.S. GHG emissions in 2018. Between 1990 and 2018, U.S. GHG emissions in the transportation sector increased more in absolute terms than any other sector. Transportation is responsible for over 55% of NO_x total emissions inventory, less than 10% of VOCs emissions and less than 10% of PM_{2.5} and PM₁₀ emissions in the U.S.¹
- In Oregon Department of Energy's 2018 Biennial Energy Report, data show that the transportation sector accounts for the largest share of energy used in Oregon at 31.2%, and is the largest contributor of GHG emissions at 39%.⁴
- According to Washington County's Greenhouse Gas Inventory report, emissions from mobile combustion sources (fleet vehicles), employee commute and business travel accounted for 13.6% of total emissions, amounting to 7,172 metric tons CO₂e in 2014.⁵

- Washington County transportation GHG emissions dropped from 2008 to 2014, owing to strategic fleet vehicle replacement which increased the average fuel efficiency of the fleet, employees being encouraged to utilize sustainable transportation options and reductions in air travel and personal vehicle use for business purposes.⁵

What's in the Fleet?

- Motor Pool vehicles are available for employees' short-term use. Employees are only authorized to use Motor Pool vehicles within the state of Oregon.
- Motor pool cars are available at the PSB P5 Parking Lot and at Walnut Street Fleet Service Center including plug-in hybrid electric vehicles (PHEVs) and hybrids.
- Washington County has adopted [Idle Reduction Guidelines](#) for fleet vehicles and equipment, and departments have created their own idle reduction plans.
- For more information on fleet motor pool, visit the [Fleet Motor Pool Horizons Page](#).

Clean Diesel



Did you know that in 2019, Washington County starting using a product called Ultra Clean Diesel in our Bretthauer Cardlock site? Ultra Clean Diesel is made from the same renewable resources as biodiesel, such as vegetable oils or cooking grease, but uses a different production process. The result is a renewable fuel that is chemically identical to petroleum diesel and meets the same ASTM International Standard specifications. Renewable diesel is a relatively new fuel but has quickly become popular because it reduces emissions, delivers strong performance and has up to 85

percent less sulfur than ultra-low sulfur diesel (ULSD). Ultra Clean Diesel is a proprietary combination of renewable diesel and bio-diesel that is blended to capture the benefits of both fuels while ensuring the vehicles engine and fuel system are maintained properly.

Electric Vehicles

- Two Chevrolet Volt electric vehicles are available in the Pool Car program at the Public Services Building. Unlike a hybrid, the Volt only uses electricity for power and can be "refueled" onsite using County charging stations. Using the Volts for County business travel will help reduce fuel use and fuel purchases.
- To learn more, get information about charging and reserving the vehicles, visit the [Fleet Services Horizons page](#).



Chevy Bolt in the County Fleet

- Washington County has three electric vehicle (EV) charging stations available for public and employee use near the [Public Services Building auditorium](#) at 169 N First Ave, Hillsboro. Other charging stations in

the downtown area include the following nearby locations. Please note that most of the chargers mentioned are signed with a time restriction.

- Two public chargers on [Main Street](#) in front of the Civic Center
- One public charger in the garage under the [Civic Center](#) (Note: EV chargers on the Civic Center's parking lot/garage are for Civic Center visitors)
- Two level 3 fast chargers in the [Civic Center parking lot](#) on the south side of the building (Note: EV chargers on the Civic Center's parking lot/garage are for Civic Center visitors)
- Two public chargers behind the [Walters Cultural Arts Center](#) at 5th and Main St
- Interested in buying your own EV? Check out these [rebates from PGE](#) for customers who install EV chargers at home.

EcoBiz Certification

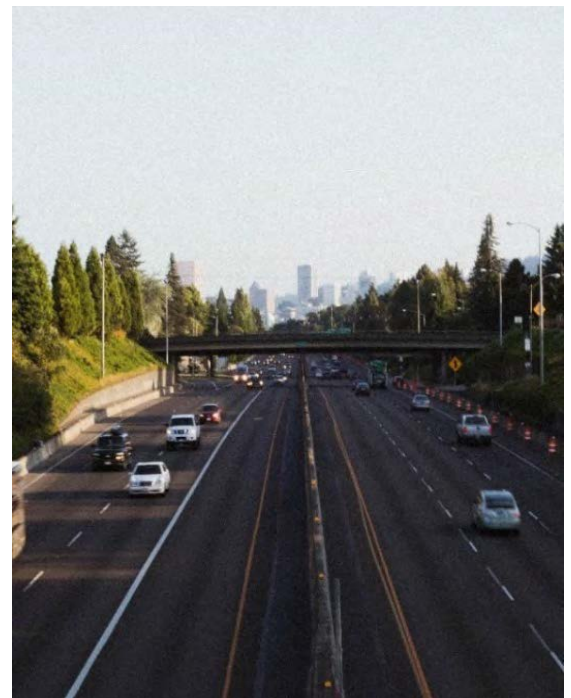
The EcoBiz program certifies automotive business and landscapers that meet high standards to reduce toxics, prevent pollution and protect the environment. It's a free and voluntary program that uses industry best practices to protect the environment. [The certification](#) is open to individual shops as well as public agencies, such as fleet maintenance facilities and park departments. The program is administered by the [Pollution Prevention Outreach \(P2O\) Team](#), which consists of a group pollution prevention experts from the Portland metro region and the Oregon Department of Environmental Quality (DEQ). Each certified location is visited and evaluated by EcoBiz program staff, the DEQ and a local water authority. Visit their website to [find certified businesses](#), including Washington County!

EcoDriving Tips

- Scheduling: avoid rush hour, plan ahead for your trip and try to avoid hills, avoid congestion, and limit traffic signals
- Maintain your vehicle: check tire pressure, check fuel, remove excess weight
- Roll up the windows if you're driving above 40mph
- Don't overuse A/C
- Choose a more efficient car

Reduce Idling

- An idling car wastes up to .5 gallon per hour; a medium-duty truck may waste even more. While individual episodes may be small, the cumulative impacts of idling are large.
- Each gallon of fuel burned emits about 20 lbs. of carbon dioxide, a greenhouse gas.
- Reducing idling time need not compromise driver or passenger comfort. For everyday drivers, the best way to reduce idling is to
 - Turn the key when stopped for 10 seconds or more, except in traffic.
 - Restrict morning warm-ups to 3 to 5 minutes.
- Driving a hybrid-electric vehicle makes idle reduction even easier. Hybrids shut off the engine when they are not moving and even enable slow movement with the engine off.



Transportation & Commute Options

TriMet

- Proximity of several county facilities to MAX stations and bus stops
- Hop Fastpass: County-subsidized (100%) TriMet Universal Pass for all regular full-time employees. Employees will receive their own personalized Hop card and use it each time to ride transit.
- Employees may use their Hop Fastpass as often as they wish for work or leisure!
- Transit tracker and trip planner: Customized real-time transit availability on the [County Intranet](#):

Emergency Ride Home

- An emergency ride home program is provided as part of the County's participation in the Universal Pass Program. For employees with a County TriMet pass, TriMet will provide a free taxi ride in the event of a family emergency or personal illness for an employee who has taken alternative transportation to work that day. To schedule a ride, employees must contact Human Resources during the business day. They will complete an Emergency Ride Home voucher and call one of the approved taxi companies for pickup. The taxi company bills TriMet directly, and rides are available anywhere within the TriMet district.



Carpool

- Washington County participates in the regional carpool matching program through [Get There Oregon](#) operated by Oregon Department of Transportation. This is Oregon's easy-to-use trip planning tool that will help you connect to transportation options including finding a carpool match, joining or starting a vanpool, finding transit options, locating bike share stations, and more! To learn more and sign up visit <https://getthereoregon.org/>

Telecommuting

- As part of the Employer of Choice initiative, the County developed and instituted *Alternative Work Schedules* policy 310 [see Appendix D](#) and *Telecommuting/Remote Work* policy 311 [see Appendix E](#). Some departments already have policies and procedures in place, and the County supports those initiatives for staff whose assignments can be completed at home or in off-site locations.
- Telecommuting has its benefits, such as: reduced transportation emissions, improved air quality, less fuel use, less paper use, less waste generated, reduced costs for the County, increased employee productivity and wellbeing, and more time to spend with family.

Walking

- Improve your health and happiness by incorporating physical activity into everyday commuting.
- Less than 50% of youth and 24% of adults get enough physical activity. Incorporating some steps into your everyday commute can help you to stay active. It can improve cardiorespiratory fitness and joint health, help you manage weight loss, lower your stress, and improve your mental health.

Bicycling

- Several County properties have bike racks and repair stations. For complete list, [see Appendix F](#).
- Locker room facilities are available at the Sheriff's Office, Walnut Street, and Facilities buildings. Keep in mind you may only use those facilities if you have key card access to those buildings. As of 2021, the County is renovating the Washington Street Conference Center to include shower and locker room facilities for all County employees.
- Bike Fleet: Bikes are available for employee use during the day. They are stored at the Washington Street Conference Center and are great for exercising during the day, quick personal errands, and local meetings and events.
- When cycling, remember to partake in best practices for safety, including:
 - Wear a helmet
 - Wear bright colored clothing
 - Utilize front and rear bike lights
 - Use hand signals to indicate turns and direction changes
 - Follow all traffic laws
 - Ride in the bike line (not the sidewalk)
 - Choose less busy streets when possible



Resources to Start Your Active Commuting Habit

- [Westside Transportation Alliance](#) - Sign up for Commuter Kickbacks, an incentive program that rewards sustainable commuters in Washington County
- [Get there Oregon](#) - Search for carpool or vanpool opportunities, plan your trip using transit, biking, or walking, track your trips, and participate in the annual Get There Challenge.
- [TriMet Tracker](#) - Check real-time status of TriMet buses and trains from Washington County facilities directly from the Horizons homepage
- [TriMet App](#) - Check real-time status of TriMet buses and trains anywhere in the service area




General Tips

Here are some ways you can promote and support sustainability in your role.

- Recognize peers for energy saving efforts. Early adopters serve by example and can help encourage a shift in coworkers' actions.
- Review and follow the [County's Sustainable Purchasing Guidelines \(Appendix G\)](#).
- Ask leadership for training on energy conservation.
- Ask leadership for your department's sustainability plan, including how it relates to energy savings.
- Educate yourself about [County policies and guidelines](#).

At Your Desk

- Turn off task lights when not in use
 - Limit use of small, personal appliances (microwave, toaster oven, coffee maker, etc.) and electronics (radios, clocks, desk lamps, and under shelf lights) at desks.
 - These items use extra energy. Only use them when you need them and turn them off when not in use.
 - Choose manual over electric (stapler, pencil sharpener)
- 
- A photograph of an office cubicle desk. It features a computer monitor, a printer, a desk lamp, a red jacket hanging on a chair, and various office supplies. A window in the background shows a parking lot with cars.
- Personal refrigerators are discouraged unless they are necessary for medical purposes.
 - If your office has a break room with a refrigerator, use it instead.
 - If your computer must remain on for remote access or special programs, please turn off the monitor. Turning off monitors is a great way to reduce energy consumption.
 - Turn monitor off if away from desk
 - Get an insulated lunch box and pack an ice packet to keep everything cool.
 - [Space heaters are not allowed see Appendix H](#), exceptions are granted on a case by case basis. If you have a concern, contact your Facilities Liaison.
 - Utilize window blinds according to the season and time of day.

Power Strip

Phantom load (also known as vampire power) is energy that's used when an electronic device is in standby or off mode while still plugged in. For example, many plugged-in cell phone chargers draw energy even

when they aren't charging.

Plug in all your electronic devices to the power strip. Turn your power strip off at the end of the day, on weekends, or when you will be gone for an extended amount of time during your workday.

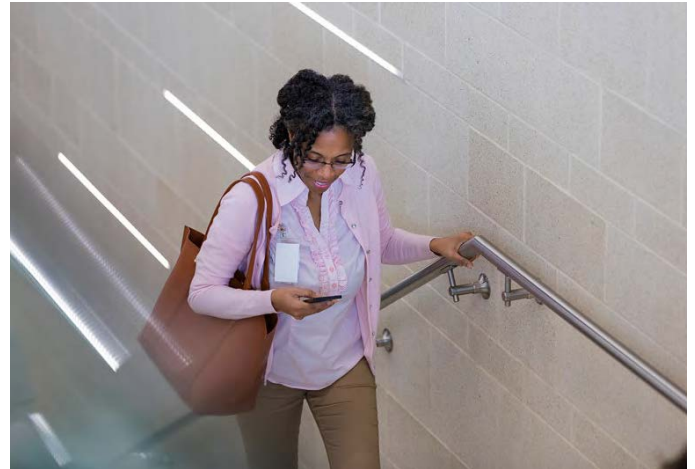


Ways you can help remind yourself to use the power strip:

- When feasible, place your power strip on the top of your desk within easy reach.
- Place your car keys by your power strip.
- Place a sign near the doorway of your office that you see before you leave.
- Schedule a pop-up reminder on your Outlook Calendar to inform you ten minutes before you leave.

Common Office Space / Conference Rooms

- When possible, choose the stairs instead of the elevator.
 - When you use the elevator, you are using electricity. Taking the stairs doesn't use any electricity. Choosing to walk up three flights of stairs is equivalent to preventing around 65 florescent light bulbs from burning for one hour.
 - Did you know that the elevator costs approximately 8 cents per floor? That means, if you work on the 2nd floor and take the elevator four times a day, you account for up to \$83 annually. If it's the 3rd floor, it increases to \$166, and the 4th floor increases to \$250 per year. Multiply that by every employee in the County who works above the 1st floor, and we incur enormous costs. By taking the stairs, you help save taxpayer money while also getting your steps in, getting your heart rate up, and getting your blood flowing between meetings.
 - Choosing the stairs gives you a free workout. Regular exercise results in improved health, reduced tension, and a longer life. You will also feel better, both mentally and emotionally. During peak use hours, you might also save some time.
- Avoid automatically turning on all the lights and office equipment if you are the first person arriving in the office or if there is abundant natural daylight in the area.
- If you are the last one out of a room or your office suite, switch the lights off.
- You don't need to leave the lights on for the cleaning staff. Their procedure is to turn the lights on when they are working in an area and turn them off when they move to the next section.



- If you don't know where the light switches are located, ask your Department Facilities Liaison or Energy Team Member.
- Have someone in charge of turning off power strips and making sure all windows are closed.
- Report any inefficiencies/leaks/drips to your department Facilities Liaison.
- When you enter and exit a Washington County building, when possible, open the door manually. If you press the ADA push plate unnecessarily, energy is wasted. Additionally, unnecessary use causes wear and tear resulting in the need to replace the entire automatic door before its time. Save the use of ADA doors for our colleagues and visitors who really need them.

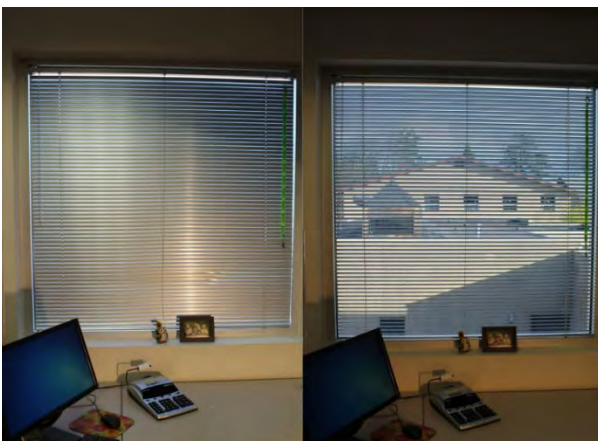
In the Breakroom

- If your office has one installed, use water from a filtered water fountain/reusable bottle filler.
- Attach a timer that turns the water cooler and/or coffee maker off overnight while not in use. Contact the Facilities Division to explore your options (ext. 8715).
 - The average commercial coffee maker uses 1349 kWh per year at a cost of around \$121 annually.
- Get rid of your office water cooler altogether and drink water out of the faucet if available. Bottled water is not safer than tap water. Buying water for water coolers is like pouring money down the drain. It is thousands of times more expensive than tap water, which is just as clean and healthy.
 - The average office water cooler consumes 80kWh per year. That is as much as two high-power computers or 13 laptops.
- If your break room space and refrigerator are inadequate, or you don't have a break room, contact Facilities (ext. 8715) to explore potential options.



Seasonal Considerations

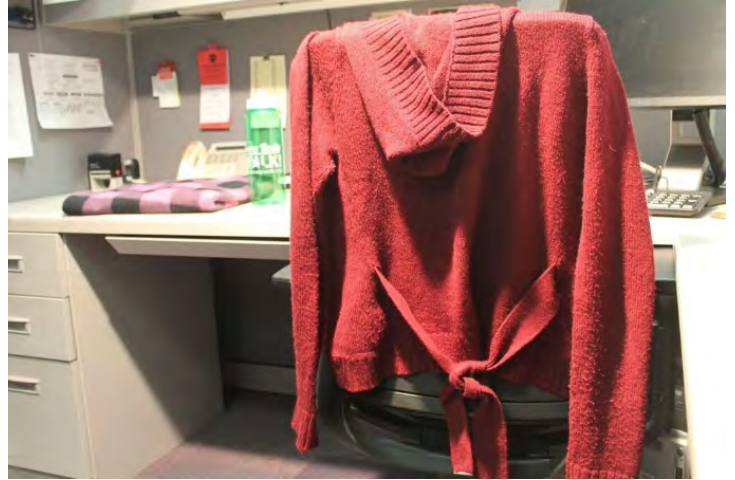
Spring/Summer:



- Take advantage of natural light by opening the blinds and close them when the sun heats up the area. Before leaving each day, close the blinds to help maintain the cool air already in the building.
- Dress smart! Building temperatures vary throughout the year depending on where you are in proximity to windows, doors and vents. During warmer weather, wear lightweight clothing, dress in layers, or keep a sweater at work.
- Keep exterior doors and windows closed to help the air conditioning unit operate efficiently.

Fall/Winter:

- Unless otherwise approved, space heaters aren't allowed. For more information visit the [County's Space Heater Policy \(Appendix H\)](#).
- Open window blinds to allow sunlight in. To help maintain the building temperature, close the blinds before leaving each day.
- Building temperatures vary throughout the year depending on where you are in proximity to windows, doors, and vents. During cooler weather, wear heavier clothing or layers to adjust your comfort level. Keep a blanket at your desk.



Purchasing & Re-Use Store

- Choose to use energy efficient products.
- Whenever possible, choose to use the [Re-Use Store \(Appendix I\)](#)
 - The Re-Use Store is located in the Public Services Building (PSB), Support Services Suite 270. It is open during business hours. Contact the Re-Use Store Coordinator via the Support Services front desk at ext. 8606 before your visit to ensure someone is available to help you.
 - Contact the Re-Use Store Coordinator to see if the item is available. Send a picture of what you need to help with locating the item. If it is available, the item can be sent via the inter-office courier service.
 - Plan your visit to the store when you have a meeting in the vicinity. Check with the Re-Use Store Coordinator ahead of time to make sure they will be available to help you.
- Review and follow the [County's Sustainable Purchasing Administrative Policy \(Appendix J\)](#) and Sustainable [Purchasing Guidelines \(Appendix G\)](#)

Meetings & Events



- [Sustainability guidelines for meetings \(Appendix K\)](#) and [tips \(Appendix L\)](#)
- Turn off computers, projectors, other electronics when not in use
- Turn lights off when you leave the room
- Choose meeting locations that are walkable or close to public transportation
- Carpool to meetings
- Remote meetings (save fuel)
- Using the commercial dishwasher for large loads of durable dishware



Appendix A: Sustainability Resolution and Order

https://www.co.washington.or.us/Support_Services/Sustainability/upload/Resolution-and-Order.pdf

Appendix B: County Sustainability Plan

https://www.co.washington.or.us/Support_Services/Sustainability/upload/Resolution-and-Order.pdf

Appendix C: Energy Conservation Policies and Procedures

<https://www.co.washington.or.us/energytoolkit>

Appendix D: Alternative Work Schedules policy 310

https://www.co.washington.or.us/Support_Services/upload/2021-01-19-Consent-Admin-Policy-310-Alternative-Work-Schedule-Policy.pdf

Appendix E: Telecommuting/Remote Work policy 311

https://www.co.washington.or.us/Support_Services/upload/2021-01-19-Consent-Admin-Policy-311-Telecommuting-Policy.pdf

Appendix F: Bike Cage & Locker Room Facilities

BUILDINGS	ADDRESS				Bike Rack
Adams Annex	231 W. Main Street	Hillsboro	Oregon	97123	No
Adams Crossing	161 NW Adams Ave	Hillsboro	Oregon	97123	Yes
Animal Shelter	1901 SE 24th Ave	Hillsboro	Oregon	97123	Yes
Blanton	20665 SW Blanton St	Aloha	Oregon	97007	Yes
Beaverton Clinic	12550 SW 2nd Ave	Beaverton	Oregon	97005	No
Central Services	214 W Main St	Hillsboro	Oregon	97123	No
Community Corrections Center	260 SW Adams Ave	Hillsboro	Oregon	97123	Yes***
Courthouse	145 NE 2nd Ave	Hillsboro	Oregon	97124	Yes
Facilities Maintenance Bldg	169 N 1st Ave	Hillsboro	Oregon	97124	No
Harkins House	244 W Main St	Hillsboro	Oregon	97123	Yes
Hillsboro Clinic	266 W Main St	Hillsboro	Oregon	97123	No
Justice Services Building	150 N 1st Ave	Hillsboro	Oregon	97124	Yes***
Juvenile Building	222 N 1st Ave	Hillsboro	Oregon	97124	No
LEC/Jail	215 SW Adams Ave	Hillsboro	Oregon	97123	No
Parking Garage	225 S 1st Ave	Hillsboro	Oregon	97123	Yes rack and corral
Public Safety Training Center	600 Walnut St	Hillsboro	Oregon	97123	No
Public Service Building	155 N 1st Ave	Hillsboro	Oregon	97123	Yes
WIC- Hillsboro	254 N. First Avenue	Hillsboro	Oregon	97124	No
Service Center East	3700 SW Murray Blvd	Beaverton	Oregon	97005	Yes**
Walnut Street Center	1400 SW Walnut St	Hillsboro	Oregon	97123	Yes***
West Slope Library	3678 SW 78th Ave	Portland	Oregon	97225	Yes**
Wingspan Event Center	801 NE 34 th Ave	Hillsboro	Oregon	97124	Yes
** With Bike Repair Station					
*** Covered Bike Rack w/ Repair Station					

Appendix G: Sustainable Purchasing Guidelines

https://www.co.washington.or.us/Support_Services/Sustainability/upload/Sustainable-Purchasing-Guidelines-4-2012.pdf

Press Alt-Left Arrow- To Go Back to Previous Area

Appendix H: County Space Heater Policy

https://www.co.washington.or.us/Support_Services/Sustainability/upload/Space-Heater-Policy.pdf

Appendix I: Re-use Store

https://www.co.washington.or.us/Support_Services/Sustainability/upload/reUseStoreGuide.pdf

Appendix J: Sustainability Purchasing Administrative Policy

https://www.co.washington.or.us/Support_Services/Sustainability/upload/Sustainable-Purchasing-Policy-4-2012.pdf

Appendix K: Sustainability Meeting and Event Guidelines

https://www.co.washington.or.us/Support_Services/Sustainability/upload/SustainableMeetingGuidelines_Approved07-23-13.pdf

Appendix L: Tips for Sustainable Meetings

https://www.co.washington.or.us/Support_Services/Sustainability/upload/Meeting_Guideline_Flyer.pdf

Appendix M: Durable Dish Program

<https://horizons.co.washington.or.us/Sustainability/upload/Durable-Dish-Loan-Handout-October-2019.pdf>