

Town of Cortlandt Dept/Div Head Interviews - Energy

General

1. Your name:

2. Your Department/Division:

3. Where is your department/division located?

Town Hall

Off Site

4. Does your division work directly with a board/committee?

No

Yes, please name:

Energy Conservation

5. Does your division/office do any of the following?

Turn off non-essential office lights and other electrical equipment when not in use during the night

Manually turn off your computer monitor

Use Energy Star efficient office equipment

Use compact fluorescent lights

Use natural light whenever possible

Other (please specify)

6. Does the light switch set up allow for less than the full array of lighting to be "on"?

Yes

No

Comment?

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7. Would there be an application of light switch sensors, motion detectors, or other lighting controls? If yes, where?

- In the office
- In the hallway
- In the restroom

Other (please specify)

8. Do you have any suggestions to improve lighting efficiency in your office space?

9. Does staff use under desk portable heaters? (No "gotcha", we understand why)

Yes

No

10. Does your division staff engage in any of the following "kitchen" behaviors?

- Share kitchen appliances with other departments
- Bring/use reusable mugs
- Bring/use reusable water bottles
- Bring/use reusable cutlery

If not, why?

11. Does staff have direct access to raise/lower HVAC thermostat?

Yes

No

12. What does 25% by 2012 mean to you?

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13. What role do you see your division playing to achieve the goal by further reducing energy consumption?

14. Can you identify new ways to help acheive the goal?

Waste (Reduce, Reuse, Recycle)

15. Does your office recycle any of the following materials? (Check all that apply)

- Plastic bottle or vending machine cups
- Paper
- Corrugated Cardboard and Containers
- Aluminum and Steel Cans
- Newspapers
- Magazines
- Mixed Paper
- Computer Printout
- Printer and Fax Cartridges
- Office Electrical Equipment
- Packaging
- Fluorescent Lighting Tubes

Other (please specify)

16. Do employees have convenient access to recycling containers?

Yes

No

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17. Does the division use the Town's e-waste program for office equipment?

Yes

No

18. Do you know how much paper was used by your office/department in the past year?

No

Yes

If yes, how much?

19. Do you use eco-friendly paper (made with 100% recycled materials & whitened with an environmentally safe process) for office paper needs?

Yes

No

Sometimes

20. Does your division use any paper saving initiatives, such as double-sided printing?

Yes

No

Sometimes

21. Does the division have a formal/informal "paperless" office practice (i.e., email/electronic vs. printed communication)?

Yes

No

If yes, please describe

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22. Does your department send mailings to citizens?

Yes

No

If yes, please note the mail quantity, frequency and number of pages.

23. What initiatives do you have to replace paper usage in your daily tasks?

24. Do you use refillable toner cartridges in the printer or copier?

Yes

No

25. Does staff use fax machine?

Yes

No

If yes, for what general purpose?

26. Do you reuse folders, file clips, or covers?

Yes

No

Sometimes

Procurement

27. When the division makes a purchase of any plug-in electrical items, do you request an Energy Star labeled product?

Yes

No

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28. When other purchases are made does the division consider items made from recycled products?

Yes

No

Transportation

29. Does your department/division have Town vehicles?

Yes

No

If yes, how many? What fuel type?

30. Are there ways to reduce car use, fuel consumption and mileage within your department?

Yes

No

If yes, please specify

31. Could your division use an electric plug-in vehicle?

Yes

No

If yes, for what purpose?

Sustainability

32. What information would you like to be included in the development of a Sustainability Plan for the Town of Cortlandt which would address ways to maintain/improve our Town for future generations?

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33. What does being a "Green Community" mean to you and your division?

34. Anything else you'd like to share? Big ideas? Things you've heard that others are doing? Let us know.