



## Sample Language for Power Management and Powering Down Policies

Updated: 10/15/2009

---

### PURPOSE

Power management of computers and monitors is required by Executive Order (E.O.) 13514, *Federal Leadership in Environmental, Energy, and Economic Performance*. This document provides sample language for policies or guidance focused on implementing power management or powering down of computers and monitors.

### DISCLAIMER

The policy language in this document is provided as an example of the type of language your organization can include in a power management policy, directive, memorandum, or guidance. The information in this example **does not** supersede any federal agency's policies, procedures, guidance, or requirements with respect to power management or powering down. The Federal Electronics Challenge (FEC) encourages you to check within your own agency for existing power management or powering down policies, procedures and guidance.

Please feel free to edit this language to fit your organizational needs, and to adhere to your agency's own policies and guidance. Text in brackets must be customized for your organization.

### SAMPLE LANGUAGE FOR POWER MANAGEMENT POLICY

In order to 1) save energy and associated financial and environmental costs; 2) meet the goals of Executive Order 13514, *Federal Leadership in Environmental, Energy, and Economic Performance*; and 3) meet the goals of our partnership with the Federal Electronics Challenge (FEC); [Organization Name] adopts the following power management policy:

1. The following power management settings shall be maintained at [Organization Name]:
  - a. All eligible computer desktops and laptops shall be set to enter standby mode after [enter number] minutes of inactivity.
  - b. All eligible computer desktops and laptops shall be set to enter hibernate mode after [enter number] minutes of inactivity.
  - c. All eligible monitors shall be set to sleep or turn off after [enter number] minutes of inactivity.
2. [Responsible Party] shall be responsible for implementing, maintaining, and reporting on power management settings on computers and monitors in use at [Organization Name].
3. [Responsible Party] shall develop guidelines for exempting computers and monitors from the power management requirements. The guidelines shall provide instructions for identifying mission-critical or sensitive equipment, and provide a system for tracking exempt equipment.
4. [Responsible Party] shall select an appropriate software solution for power management. At a minimum, the selected software solution must be able to set power management features on computers and monitors.

5. [Responsible Party] shall deploy and maintain the selected software solution.
6. [Responsible Party] shall manually set and track power management settings on eligible equipment which is unable to be managed under the selected software solution.
7. [Responsible Party] shall develop and utilize guidelines to ensure that power management computers can still receive administrative software updates. The guidelines may reference the use of the power management software solution for this purpose, or may outline a separate procedure.
8. [Responsible Party] shall report [monthly/quarterly/yearly] on the power management status of all computers and monitors in use at [Organization Name], including number of exempt and non-exempt equipment and confirmation of power management settings on non-exempt equipment.
9. [Responsible party] shall provide training or educational materials to users which provide information on power management policies and implementation.
10. [Responsible party] shall periodically review the power management solution at [Organization Name], and may select and implement different or additional software solution(s) to meet the needs of [Organization Name].

### SAMPLE LANGUAGE FOR POWERING DOWN POLICY

In order to 1) save energy and associated financial and environmental costs; 2) secure the computing environment; and 3) meet the goals of our partnership with the Federal Electronics Challenge (FEC); [Organization Name] adopts the following computer power down policy:

1. At the end of each work day, all eligible computer desktops, laptops, monitors and computer peripherals in use at [Organization Name] shall be turned off. If equipment is plugged into a surge protector, the surge protector may be used to cut off power to equipment.
2. Each user shall be responsible for powering down the equipment at their workstation. [Supervisors/Managers/Directors] shall be responsible for assigning staff to power down shared equipment.
3. [Responsible Party] shall develop guidelines for exempting computers and monitors from the powering down requirements. The guidelines shall provide instructions for identifying mission-critical or sensitive equipment, and provide a system for tracking exempt equipment.
4. [Responsible Party] shall develop guidelines for situations in which non-exempt equipment should be left powered on at the end of the day (i.e., to deploy patches overnight). The guidelines shall specify how users will be notified and the process for reaching equipment that is not left powered on (i.e., they will be patched the next time the equipment is powered on).
5. [Responsible Party] may select and deploy a software solution for automatically powering down equipment.
6. [Responsible Party] shall perform a [monthly/quarterly/yearly] audit to review compliance with the power down policy at [Organization Name]. The audit shall include the number of exempt and non-exempt equipment and the results of a random check of non-exempt equipment at the end of a working day.



## Sample Language for Power Management and Powering Down Policies

Updated: 10/15/2009

7. [Responsible party] shall provide training or educational materials to users which will provide information on powering down policies and implementation.
8. [Responsible party] shall periodically review the powering down solution at [Organization Name], and may select and implement different or additional solution(s) to meet the needs of the [Organization Name].

### REFERENCES AND RESOURCES

Information about Executive Order 13514 is available at: <http://ofee.gov/execorders.asp>.

Recommendations for enabling power management are available in the FEC resource, *Answers to Frequent Questions: "Enabling" ENERGY STAR® Features and Power Management*, available online at: <http://www.federalectronicchallenge.net/resources/docs/enabled.pdf>.

The Federal Electronics Challenge provides a "Power Down" promotional poster online at: <http://www.federalectronicchallenge.net/resources/docs/powerdown.ppt>. This poster can be customized and posted to educate employees about powering down computers at the end of each day.

Further information about power management is available on the ENERGY STAR web site: <http://www.energystar.gov/powermanagement>.

### CONTACT INFORMATION

If you have questions related to this resource or need other assistance with the Federal Electronics Challenge, please contact your Regional Champion. The list of FEC Regional Champions is available at <http://www.federalectronicchallenge.net/champions.htm>.

Partners may also request technical assistance via email to [partner@electronicschallenge.net](mailto:partner@electronicschallenge.net).

### FEDERAL ELECTRONICS CHALLENGE

Web site: <http://www.federalectronicchallenge.net/>  
E-mail: [info@electronicschallenge.net](mailto:info@electronicschallenge.net)