ComEd®

An Exelon Company

Load Response Action Guide

Steps to take during a curtailment

Thank you for participating in the ComEd load response program. You are not only helping to ensure the reliability of our system by reducing electrical usage during periods of high demand, you are benefiting the environment. Cutting back on your usage reduces the demand for electricity generated from plants that produce greenhouse gases.

When you receive advance notice of a load response curtailment from ComEd, by telephone, fax or e-mail, you should begin preparing for load response activities.

Refer to the checklist on the reverse side of this sheet, and implement as many of the electricity-saving suggestions as possible. The load response notice you receive from ComEd will specify how long you should reduce your electricity usage.

Remember, the electricity-saving ideas provided by ComEd are only suggestions. Under no circumstance should you stop using lighting or equipment that affects the safety of employees or customers. We also recommend you notify employees, customers or tenants of your load response participation and activities to avoid confusion.

See reverse side for your Load Response Action Guide for a checklist on how to comply with a load response curtailment.

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Suggested steps to comply with a load response curtailment

Remember to affirm or reject participation on-line at http://energyinteractive.com/comedepo/cgi/eponline.exe using your log-in ID and password contained in your Welcome Kit.

HEATING, VENTILATION AND AIR CONDITIONING (HVAC) SYSTEMS	DATE					
❏ Set thermostats no lower than 78 degrees (Fahrenheit) during the summer						
❏ Pre-cool buildings before occupancy (early morning)						
❏ Turn off electric water heaters or decrease hot water temperature to the extent allowable by code						
❏ Turn off small packaged A/C units						
❏ Cycle your HVAC systems off for 3 of every 8 hours						
❏ Close window blinds/drapes to reduce heat from the sun						
❏ Cycle exhaust fans						
LIGHTING SYSTEMS						
❏ Turn off or dim lighting in unoccupied areas						
❏ Turn off or dim decorative and perimeter lighting						
GENERAL BUILDING						
❏ Utilize back-up or emergency generation (if part of your load response plan)						
❏ Reduce the number of operable elevator banks						
❏ Shut down nonessential elevators and escalators						
❏ Turn off refrigerated drinking fountains and soda pop vending machines						
❏ Turn off water fountain pumps						
❏ Avoid using your cafeteria's electric ovens and stoves by having your cooks prepare cold food offerings such as sandwiches						
❏ Use disposable plates and utensils in the cafeteria to avoid running dishwashing equipment						
OFFICE AND COMPUTER EQUIPMENT						
Shut down all unused or redundant office or process equipment including:						
❏ Computers and monitors						
❏ Copiers						
❏ Coffee pots						
❏ Printers						
❏ Water coolers						
❏ Air compressors						
Avoid running "occasional" equipment between 11 am and 7 pm including:						
❏ Paper bailing, compacting, shredding machines						
❏ Floor polishers						
❏ Cleaning equipment						
Adjust operations and maintenance by:						
❏ Shifting electricity-intensive jobs to non-load response hours						
❏ Scheduling equipment repairs and maintenance during load response hours						
OTHER						
❏						
❏						

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