



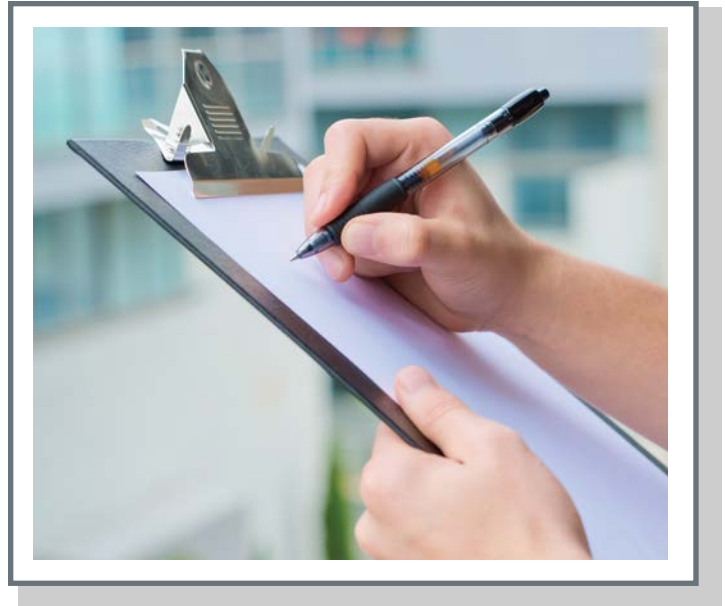
CURTAILMENT PLANNING GUIDE

STEPS TO TAKE DURING A CURTAILMENT

By participating in the ComEd Voluntary Load Reduction (VLR) program, you will have the chance to reduce electricity use when it is in most demand.

STEP 1 **PREPARE**

Prepare now so that when you receive notification of a curtailment event by telephone, email, or via mobile text (with your permission) you can more easily reduce your electricity use.



STEP 2 **CHECK FOR ENERGY-SAVING OPPORTUNITIES**

Refer to the energy-saving actions on the reverse side of this sheet, and implement as many as possible. The curtailment notification you receive from ComEd will specify the duration of the event. Remember, the energy-saving ideas provided by ComEd are only suggestions. Please do not take any actions that affect the safety of employees, customers, and/or tenants, and consider notifying them of the curtailment actions you are implementing.

STEP 3 **TAKE ACTION**

Participate in curtailment events and realize the benefits.

SUGGESTED ACTIONS TO RESPOND TO A CURTAILMENT EVENT

Remember to accept or decline the notification to participate in a curtailment event at ComEd.com/MyAccount, or contact your ComEd Account Manager or the ComEd Business Service Center at (877) 426-6331.

HEATING, VENTILATION AND AIR CONDITIONING (HVAC) SYSTEMS

- Set thermostats no lower than 78 degrees (Fahrenheit) during the summer
- Pre-cool buildings before occupancy (early morning)
- Turn off electric water heaters or lower 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 or dim decorative and perimeter lighting

GENERAL BUILDING

- Utilize back-up or emergency generation if located at your facility (if part of your curtailment plan)
- Reduce the number of operable elevator banks
- Shut down non-essential elevators and escalators
- Turn off refrigerated drinking fountains, water fountain pumps and all vending machines
- 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 "discretionary" equipment (between 11 am and 7 pm) including:

- Paper bailing, compacting, shredding machines
- Floor polishers
- Cleaning equipment

Adjust operations and maintenance

- Delaying energy-intensive jobs
- Delaying equipment repairs and maintenance if feasible

OTHER (SELF-IDENTIFIED ACTIONS)

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