

County of Sonoma Countywide Cost Saving Ideas		<u>FOR OFFICIAL USE ONLY</u>
NAME OF ORGANIZATION CRA – ASSESSOR’S OFFICE		DATE RECEIVED
NAME OF PERSON SUBMITTING IDEA	WORK PHONE #	email
TITLE OR SUBJECT OF COST SAVING IDEA REDUCE LIGHTING		
EXISTING CONDITION (if more space is needed, please summarize and attach additional sheet/s) We currently light up the entire office all day long with overhead lighting and every person has a lighted workspace. We’re duplicating the necessary lighting.		
SUGGESTED COST SAVINGS IDEA (if more space is needed, please summarize and attach additional sheet/s) Use individual workstation lighting. We could have people use their workstation lighting...which would only be used when they’re at work, and the overhead lighting could be reduced to a minimum.		
BENEFITS OF IDEA (Cash savings, revenue, labor, space, service) (if more space is needed, please summarize and attach additional sheet/s) UTILITY EXPENSE SAVINGS		
ISSUES (legal, costs, MOU, space) THAT COULD POTENTIALLY LIMIT IMPLEMENTATION OF THIS IDEA		

Each submitted form will be posted on the HR website.

Send to Chris Thomas, at CAO’s office