



The New York City Department of Citywide Administrative Services (DCAS) 2016 Summer Energy Conservation Guidelines apply to the NYC public schools. These guidelines stipulate that air-conditioners should be run only during the official season from May 27, 2016 through September 25, 2016.

The UFT will address temperature complaints on a case-by-case basis with the DOE Division of School Facilities (DSF). There is no regulation that mandates room temperatures must be maintained below a certain temperature in warm weather conditions - only comfort guidelines. It is helpful to provide information specific to the complaints including:

- Are the rooms interior rooms whose only source of air is provided by a mechanical ventilation system? If so, is the mechanical ventilation system working?
- Are the rooms overcrowded?
- Are the rooms occupied by special needs students?
- What are the room temperatures?

Temperature Logs

It is helpful to provide temperature readings for the complaint rooms. Record the most extreme temperature of the day, include the number of people in the room and whether the room is an interior room or one with operable windows.

You can use this table to record readings:

[illegible]

Guidance for Schools without Air Conditioning

There is no written policy mandating that summer school classes be held in air-conditioned rooms. However summer school classes are supposed to be held in buildings with air-conditioning which means there may be some classrooms that don't have air-conditioning. If that is the case, the school or schools are supposed to rotate students and staff in un-air-conditioned rooms into rooms with air-conditioning for some part of the day so that everyone gets the benefit of AC

There are NO GUIDELINES ON HIGH TEMPERATURES IN OCCUPIED SCHOOL BUILDINGS! We can only advise the following:

Keep lights off

Keep shades down

Move to lower floors and large spaces such as the cafeteria and auditorium

Go outside the building to shaded spaces

Restrict strenuous activity

Drink water

Revise work schedules by increasing breaks and reducing activity

if the temperature is as high as expected, we may have upper floors in buildings reach over 100 degrees. Also, if there is scaffolding or netting related to construction, the occupants may have been told to keep their windows shut or have plastic on their windows for dust control. We do not recommend that you stay in rooms with sealed windows.



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The City Record

CityStore

TO: Agency Head Colleagues

FROM: Martha K. Hirst

SUBJECT: PlaNYC Update and Summer Energy Use Guidelines

The Department of Citywide Administrative Services (DCAS) continues to work with your agency to identify ways to improve energy efficiency and achieve the Mayor's PlaNYC goals to reduce the energy consumption and greenhouse gas emissions of City operations by 30% by 2017. To date, we have over 229 energy efficiency projects in varying phases of design and construction or in the pipeline. Reducing energy use is especially critical during the summer months when the cost of electricity is significantly higher and the impacts of energy use on the environment and public health are greater. As DCAS continues to make City operations cleaner and more energy efficient, energy conservation remains the responsibility of each agency and its employees. Therefore, I ask for your continued cooperation implementing the summer energy conservation guidelines summarized below and managing the energy consumption of your agency's operations.

Please review the 2016 summer energy conservation guidelines. As always, please feel free to share feedback on these guidelines and on how DCAS can support your agency's efforts to further reduce energy consumption.

Run air-conditioners only during the official season from May 27 to September 25.

The City's air-conditioning season will officially begin on May 27, 2016. Use of air-conditioners prior to this date is not authorized, as it will result in an electrical demand charge for which funding has not been budgeted and could cost the City as much as \$600,000 in extra demand charges.

Maintain air-conditioners in good condition with thermostats set no lower than 78 degrees F. Attached are air-conditioning guidelines for both window air-conditioners and central systems. Please distribute to both employees and facility managers.

Take additional measures to reduce electricity use on summer Peak Load Demand days. Peak Demand days are the hottest, sunniest days when citywide demand for

electricity is at its highest due to cooling needs, and therefore electricity is more expensive. Larger facilities can potentially participate formally in the Peak Load Management reduction program and earn payments for their agency, so please let us know if you think any of your buildings could be candidates. But even if your facility does not qualify for formal participation, please conserve more when you see Peak Load demand day notices, by turning off lights and appliances that are not in use and pulling down shades to keep spaces cooler. We all need to contribute to preventing brownouts and blackouts and reducing City expenses.

These guidelines are outlined on a separate sheet for posting, and are distributed by the DCAS Division of Energy Management through your agency's Energy Liaison Officer (ELO). For any questions on these matters, please contact Stuart Barth at 212-669-8722 or Sarah Mencher at 212-669-2568. Agency ELOs are encouraged to check the DEM website at www.nyc.gov/energy-conservation for important updates and copies of this material.

C: Agency Energy Liaison Officers
 Agency Energy Team Leads
 Agency Fiscal Officers

NYC Cooling Season Guidelines 2016

The City's 2016 air-conditioning season runs from May 27 through September 25. Usage before May 27 or after September 25 may result in an electrical demand charge for which funding has not been budgeted. The following guidelines and recommendations have been established for the use and maintenance of air-conditioning systems in City buildings.

WINDOW AIR-CONDITIONERS

1. Filter maintenance on all window air-conditioners is critical to their efficient performance, and should be performed prior to the start of the air-conditioning season.
2. Air conditioners shall be used only when rooms are occupied and when interior temperatures reach 78 degrees F.
3. Maintain temperature settings on air-conditioners at no lower than 78 degrees F.
[Or use: *LOW* for Outside Air temp 75° -- 82°; *MED* for Outside Air temp 83° -- 90°; and *HIGH* for Outside Air temp above 91°.]
4. Window air-conditioners should NOT be set on the constant run position.
5. Consider introducing fans to improve air circulation and reduce AC load.
6. On extremely hot and humid days, fresh air louvers should be in the "closed" position.
7. Keep room doors and windows closed when air-conditioning is operating. Gaps around window AC units should be sealed to prevent air infiltration.
8. If room air-conditioners are to be purchased, it should be done through the DCAS Division of Municipal Supply Services whenever possible. These units are Energy-Star rated or equivalent, as required by law. Purchase the unit with the highest energy efficiency ratio (EER) available.

CENTRAL AIR-CONDITIONING

1. All filters should be checked, and then cleaned or replaced to maintain maximum system efficiency.
2. Indoor temperatures should be maintained at no lower than 78 degrees F.
3. All units should be serviced to insure maximum efficiency of operation. Special attention should be given to belt drives, controls and refrigerants. Ductwork should be inspected to identify gaps and cracks, and sealed accordingly to prevent pressure loss.
4. All control settings and time mechanisms should be checked and calibrated PRIOR to the start of the cooling season. Special attention should be paid to avoid simultaneous cooling and heating conditions.
5. Air-conditioning should be used only when the building is occupied.
6. In non-hospital settings, outside make-up air should be reduced.
7. Explore uses of non-electrically powered equipment to offset electric demand if available.

OTHER WAYS TO SAVE ENERGY

1. Turn off overhead lights in areas where daylight is sufficient or desk lighting is available.
2. At night, turn off lights not required for security.
3. Turn off computers, copiers and other electric equipment when not in use.
4. Remove anything that blocks air outlets of air conditioners, to maximize air circulation.
5. Keep window shades and blinds lowered and closed to reduce window solar heat gain.
6. Take advantage of lower off-peak electricity rates (10pm-8am, M-F for usage, 6pm-8am, M-F for demand) by shifting some of the electric load to off-peak times.

Contact DCAS Energy Management at energy@dcas.nyc.gov with any questions or visit our website at www.nyc.gov/energy-conservation