



DEPARTMENT OF CITYWIDE ADMINISTRATIVE SERVICES  
OFFICE OF THE COMMISSIONER

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**Martha K. Hirst**  
Commissioner

MEMORANDUM

**TO:** All Agency Heads

**FROM:** Martha K. Hirst *Martha*

**DATE:** May 9, 2007

**SUBJECT:** Summer Energy Conservation Rules and Guidelines

In support of the energy conservation goals that Mayor Bloomberg has articulated in plaNYC, please follow the summer energy conservation guidelines summarized below.

1. **Run air conditioners only during the official season, from 5/28 to 9/24.**

The DCAS Office of Energy Conservation (OEC) has reviewed billing periods and determined that **the City's air conditioning season will officially begin on May 28, 2007.** Use of air conditioners prior to this date is unauthorized, as it will result in an electrical demand charge for which funding has not been budgeted. The air-conditioning season will end on **September 24, 2007.** Use of air conditioners before or after the air conditioning season, even for one-half hour, could cost the City as much as \$600,000 in demand charges.

2. **Maintain air conditioners in good condition and with thermostats set to no lower than 78 degrees F, to conserve energy.**

Attached are air conditioning guidelines for both window air conditioners and central systems. Please distribute to both employees and facility managers.

3. **Take additional measures to reduce electricity use on summer "Peak Demand" days.**

Facilities that can participate formally in the Peak Demand reduction program earn payments for their agency. But even if your facility does not qualify for formal participation, please conserve more when you see Peak Demand day notices. We all need to contribute to preventing brownouts and blackouts.

These guidelines, **including the common sense rule to turn off lights at night**, are outlined on a separate sheet for posting, and are distributed by the DCAS Office of Energy Conservation through your agency's Energy Liaison Officer (ELO). For any questions on these matters, please contact Stuart Barth, P.E. at 212-669-8722, or Pat Impollonia, C.M. at 212-669-7628. Agency ELOs are encouraged to check the OEC website at [www.nyc.gov/energy-conservation](http://www.nyc.gov/energy-conservation). The site has important updates and copies of this material.

Thank you.

C: Agency Energy Liaison Officers  
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## SUMMER ENERGY-SAVING TIPS

### AIR CONDITIONING

**The City's air-conditioning season for 2007 runs from May 28 through September 24.** Usage before May 28 or after September 24 may result in an electrical demand charge for which funding has not been budgeted. The following guidelines have been established for the use and maintenance of air-conditioning.

#### WINDOW AIR-CONDITIONERS

1. Filter maintenance on all window air-conditioners is critical to the efficient performance of the air-conditioner, 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 less than 78 degrees F.  
[Or use these settings: *LOW for Outside Air temp 75° -- 82°; MED for O.Atemp 83° -- 90°; and HIGH for O.Atemp above 91°.*]
4. Window air-conditioners should NOT be set on the constant run position.
5. On extremely hot days, fresh air louvers should be in the "closed position."
6. Keep room doors and windows closed when air-conditioning is operating.
7. 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.

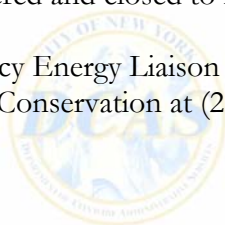
#### CENTRAL AIR-CONDITIONING

1. All filters should be cleaned or replaced as frequently as required to maintain maximum system efficiency.
2. Indoor temperatures should be maintained at no less 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.
4. All control settings and time mechanisms should be checked and calibrated PRIOR to the start of the cooling season.
5. Air-conditioning should be used only when the building is occupied.
6. In non-hospital settings, outside make-up air should be reduced.

### 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 they are not being used.
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 the heat and sun load at every window.

New York City Agency Energy Liaison Officers should contact the DCAS Office of Energy Conservation at (212) 669-8722 for any questions.



PLEASE DISTRIBUTE AND POST

# ENERGY CONSERVATION REMINDER TO EMPLOYEES AND FACILITY MANAGERS:

Do your part to help meet what Mayor Bloomberg has called ". . .our ambitious goal of reducing city government's energy consumption. . ."

## AT NIGHT, TURN OFF LIGHTS AND OFFICE EQUIPMENT



*DCAS Office of Energy Conservation*