

AIR STATION CAPE COD ENERGY CONSERVATION GUIDE

PUEPOSE: To give USCG employees and family members tips and ideas to help conserve the use of electricity while assigned and living at the Air Station cape Cod.

Conservation could potentially save the USCG Thousands of dollars in the cost of electricity and help the environment as well.

- 1. Personal Computers, Peripherals and Equipment:** At work and at home you should minimize energy consumption when devices are not in use. Turn off monitors and peripherals at end of duty day, and configure PCs to enter the lowest possible power setting when not in use. Turn off all printers, copiers, scanners, facsimile machines and other office equipment at end of duty day except if needed to perform official duty and as warrantees allow, and enable energy saving functions when not in use during the duty day. Where possible, use UL listed power strips to turn off office equipment to eliminate phantom loads.
- 2. Lighting –** Turn off all unnecessary interior and exterior lighting. Turn off exterior lighting not required for security or base operations between the hours of 2300 and 0500. Lights remaining on will only be the minimum necessary to meet safety and security requirements. Replace incandescent lamps with compact fluorescent lamps everywhere practical.
- 3. Space Heaters –** Prohibit use of space heaters to supplement climate control, unless required for valid safety or health issues. The use of space heaters in housing should only be used in IAW ASCC Housing Policy.
- 4. Work Schedules –** Schedule tasks and equipment operation to minimize utility demand costs. Work schedules should be established to minimize occupied hours while meeting mission requirements. Typically, occupied periods should not exceed 10 hours each workday. Weekend setback should be from COB on Friday until BOB on Monday. Implement temperature setback for Federal holidays and appropriate military/civilian down days.
- 5. Lighting -** Maintain lighting levels at the Illuminating Engineering Society of North America (IESNA) recommended values. De-lamp over-lit rooms to achieve these values. Control applicable lighting with occupancy/motion sensors or timers. Eliminate indoor night-lighting.
- 6. Domestic Hot Water Temperature –** Set and maintain for 120 degrees
- 7. Minimize use of personal refrigerators, coffee makers and microwaves by** consolidating them into common break room areas.
- 8. Perform preventive maintenance according to equipment manufacturer's** recommendations on all of your government and personally owned property.
- 9. Caulk and seal cracks. Repair weather-stripping around doors and windows. Replace** broken glass. Repair doors and windows to operate properly. Adjust automatic door closers. Seal vertical shafts.

7. Space Temperature Settings: Maintain facility temperatures in accordance with the table below.

Heating Season (max. settings)	Administrative Spaces	Occupied: 69 degrees F Unoccupied: 55 degrees F
	Shop Spaces	Occupied: 65 degrees F Unoccupied: 55 degrees F
	Warehouse Spaces	60 degrees F
Cooling Season (min. settings)	Administrative Spaces	Occupied: 76 degrees F Unoccupied: 84 degrees F
	Shop Spaces (When authorized)*	Occupied: 76 degrees F Unoccupied: 84 degrees F
	Warehouse Spaces	Not cooled unless required for proper storage of perishables